3M

Library Security System

Model 2301/2302, 3501/3502, 3801/3802, 3803/3804 and Accessories

Operator's Manual

Section 1. Introduction

The Global Leader in Library Materials Flow Management

3M pioneered the concept of electronic protection of library materials more than 25 years ago. We are still leading the way.

Today, thousands of libraries around the world use the 3M† Library Security System to protect their valuable collections. In fact, more libraries trust 3M than all other library security systems combined.

What this means to you

This manual explains how your 3M Library Security System operates. By becoming familiar with the information this manual contains, you and your staff will derive the maximum benefits from your system. But do not hesitate to contact us if you have questions.

From the best-trained field service organization, to our technical service group and customer support staff, we are committed to providing you with the support you require to ensure your complete satisfaction.

People who remove materials from libraries without authorization are much like your average patron. Library materials are usually placed within book bags, briefcases or concealed under clothing. 3M detection systems have been designed to detect the unauthorized removal of materials concealed in this manner. While a 100% electronic net does not exist, the 3M system provides effective protection and significant reduction in the loss of library materials.

With a little attention and care, your 3M system should provide you with many years of service and help to protect your library against thousands of dollars in losses.

Call our toll-free 800 number any time of day or night for service, to order supplies, to leave messages for your sales representative, or to contact the 3M credit department:

1-800-328-0067

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Section 2.
How the System Works

Your 3M t Library System consists of several components, including 3M t Tattle-Tape t Security Strips, circulation accessories, and the detection system(s).

The key to the effectiveness of the system is protecting your materials with 3M Tattle-Tape security strips. Only when materials are protected can the 3M Detection system detect someone trying to leave the library without properly checking out items.

The primary zone of detection between the lattices extends from the floor to 72 inches [1,82 m] above the floor. The electronic coverage in this area is not 100% and it will vary with the options you have and the type of 3M security markers you use. The rate of detection in this area is effective to deter the loss of protected materials.

Checking out materials is accomplished using desensitizers to "turn off" the strips while resensitizers are used to turn the strips back on when materials are returned to the library. This allows for full circulation of all library materials.

The 3M detection system is designed to detect sensitized 3M Tattle-Tape security strips and then sound an alarm, thus preventing unauthorized removal of library materials.

It is this simple:

Mark materials as described in this manual.

Circulate materials using desensitizers and resensitizers described in the Accessories section.

Listen for the 3M detection system alarm to sound when unauthorized removal of materials occurs. Of course, it is also important to watch for suspicious actions such as holding materials above the head and passing items around the lattices when passing through the detection system.

3M offers several models of detection systems to meet your library's needs. See the next section for the details on the various models.

⚠ **High Voltage.
Not Operator
Serviceable.**

Operator Warning

Risk of electrical shock.
Do not remove covers or panels.
This equipment contains high voltage
electrical circuits. Not operator serviceable.
Refer all servicing to 3M factory trained
service personnel.

966–02RD

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3M Library Security System

Section 3.
System Configuration

3.1   Models 2301 and 2302

The detection lattices are shown below:
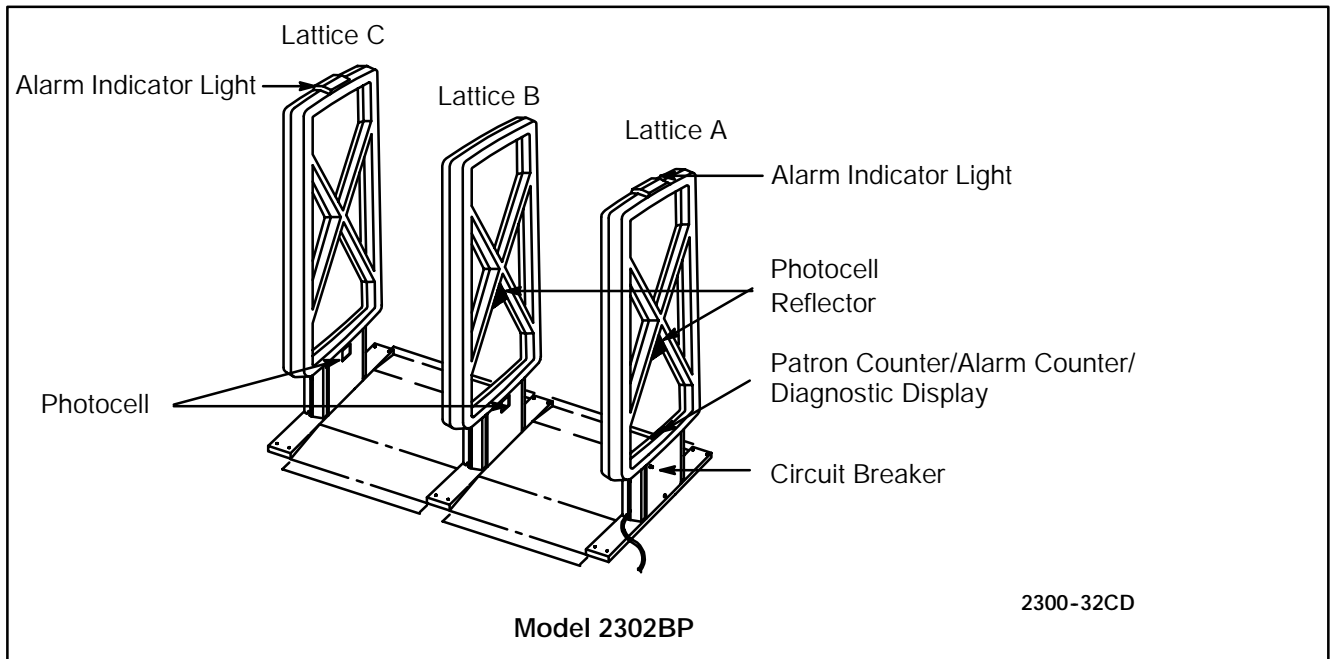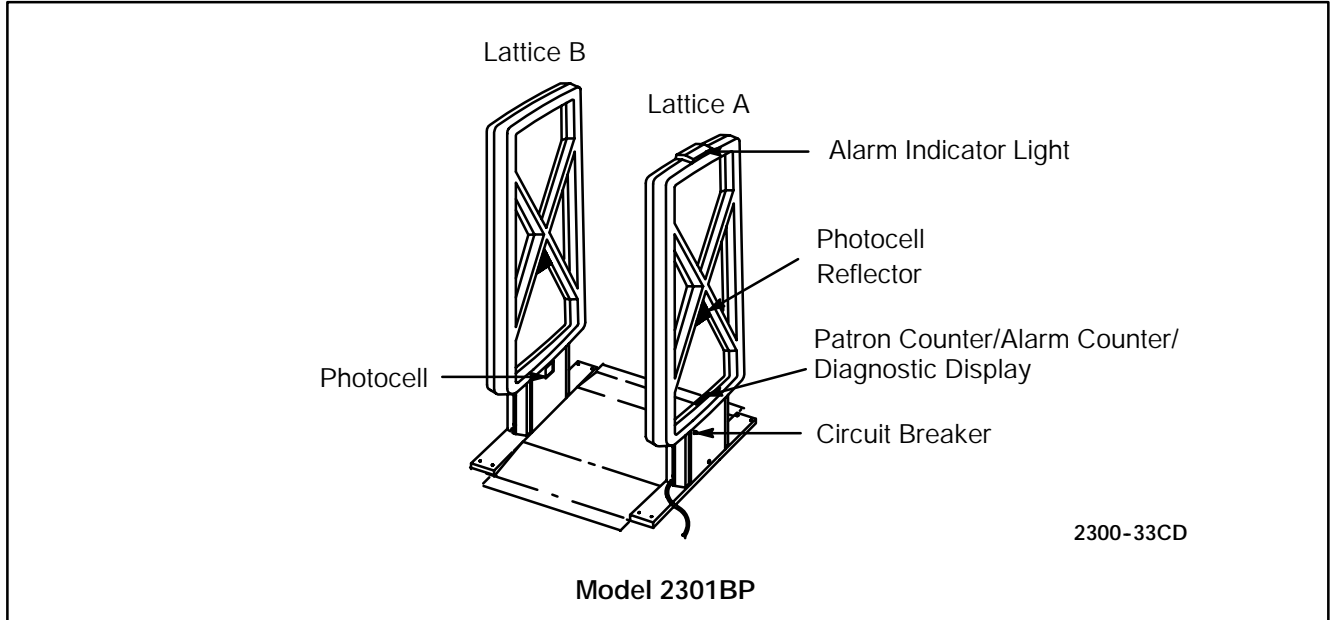
Model 2301BP

Model 2302BP

FCC Radio Frequency Rules and Regulations

This device complies with Part 15 of the FCC rules. Operation is subject to the following conditions: (1) this device may **not** cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

DOC Radio Frequency Rules and Regulations

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the radio inteference regulations of the Canadian Department of Communications.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de Classe A prescrites dans le reglement sur le brouillage radioelectrique edicte par le Ministere des Communications du Canada.

3.2   Agency Approvals

The safety related fire, shock, and injury aspects of the Model 2300 series have been investigated to UL 1950, CSA 22.2 No. 950, and EN 60950 standards by Underwriters Laboratories Inc. Burglary and theft protection features have not been evaluated.

3.3   Accessories

A variety of accessories is available for use with your 3Mt Detection System Model 2301/2302. However, it is unlikely that any one customer will use every accessory.

Desensitizers

The 3Mt Desensitizers are designed to desensitize 3Mt Tattle-Tapet Security Strips. Security strips on protected items must be properly desensitized so the items can be carried through the system without causing an alarm.

3M desensitizers used with 3M Tattle-Tape security strips:

Model 763   On-counter, magnetic media
Model 766   Handheld, magnetic media
Model 930   On-counter
Model 2001   On-counter, magnetic media
               (strips only)
Model 2001M   On-counter, magnetic media
Model 2004   In-counter
Model 955   Bookcheck
Model 966   Bookcheck

Resensitizers

Security strips on protected items must be properly resensitized to ensure items carried through the system will cause an alarm.

3Mt Resensitizers used with 3M Tattle-Tape security strips:

Model 2011   On-counter, magnetic media
Model 955   Bookcheck
Model 966   Bookcheck
Model 951   Handheld
Model 764   On-counter, for printed material and
               compact discs

Gates

Locking exit gates and an entrance gate can be installed on the system.

3Mt SelfCheckt System

The 3Mt SelfCheckt System is a library system used by patrons to check out their own library materials. It completes library loan transactions by desensitizing 3M Tattle-Tape security strips and recording the transaction in the library circulation system.

3.4   Security Strips

3M has a wide range of security strips to protect your merchandise. Any of the security strips listed below may be used effectively with the detection systems Models 2301/2302.

3M Tattle-Tape Security Strips

B1   -   for print materials
B2   -   for print materials
DAC-1   -   for audio cassettes
DCD-2   -   for audio CDs and
               CD-ROMs
DSA-1   -   for audio cassettes
DVM-1   -   for video cassettes

3.5   Turning Your System On

Your 3Mt Detection System Model 2301/2302 has been designed to be left on continuously.

To turn the system on:

2301/2302 Baseplate Mounting - Connect the power cord to a power outlet.

2301/2302 Direct Mount - Connect the power cord to a power outlet, and turn the key switch to On.

Allow two minutes for the system to warm up.

3.6   How to Verify System Operation

Your 3M detection system Model 2301/2302 should be inspected daily for proper operation.

System operation may be verified with the built-in Diagnostic Display which is located on lattice A. During normal operation, the current patron count and alarm count will be displayed. A leading "P" indicates a patron count (for example, P123456). A leading "A" indicates an alarm count (for example, A1234).

If a system problem should occur, a code number will appear in the Diagnostic Display. Refer to the Troubleshooting Guide, Section 6-9, if a code number is present.

An alarm condition is indicated by an audible signal. The specific corridor in which an alarm condition exists is indicated by the light built into the top of lattice A or C.

There is no need for repetitive walk-through testing.

3.7   Emergency Shutdown

If an emergency occurs, remove power from the system by one of the following methods:

1. Turn On/Off Key Switch to OFF.

2. Disconnect the power cord from the power outlet.

3. If step 2 is not possible, set the facility circuit breaker for the system to OFF.

3.8   Models 3501 and 3502

The Detection Panels are shown below:

Model 3501

Key switch

Fuse & voltage selector

Electronic enclosure

Alarm light

Power receptacle

Power cord

Photocell/reflector

Panel A

Panel B

Panel C

Counter

Alarm

EAS-302C

Model 3502
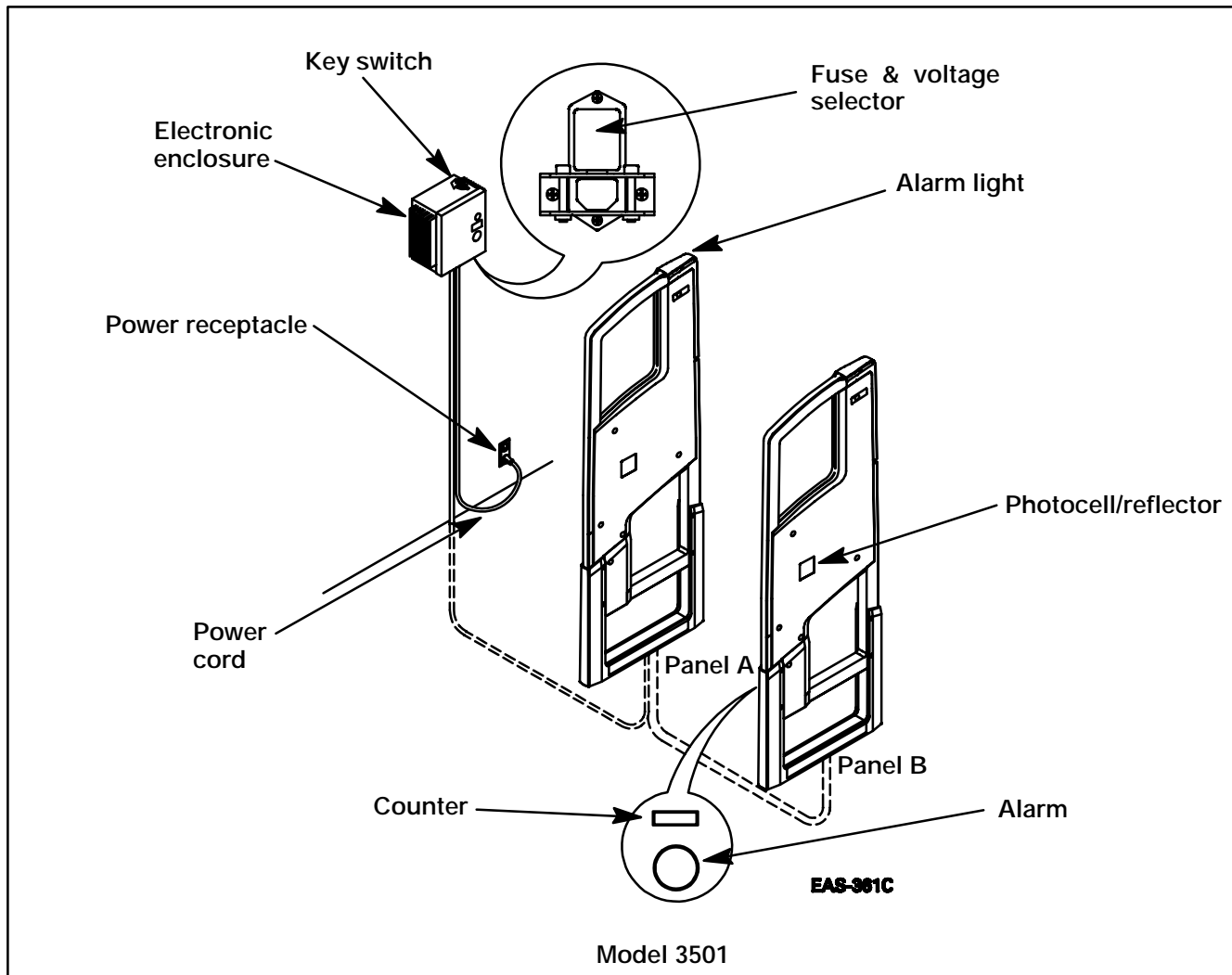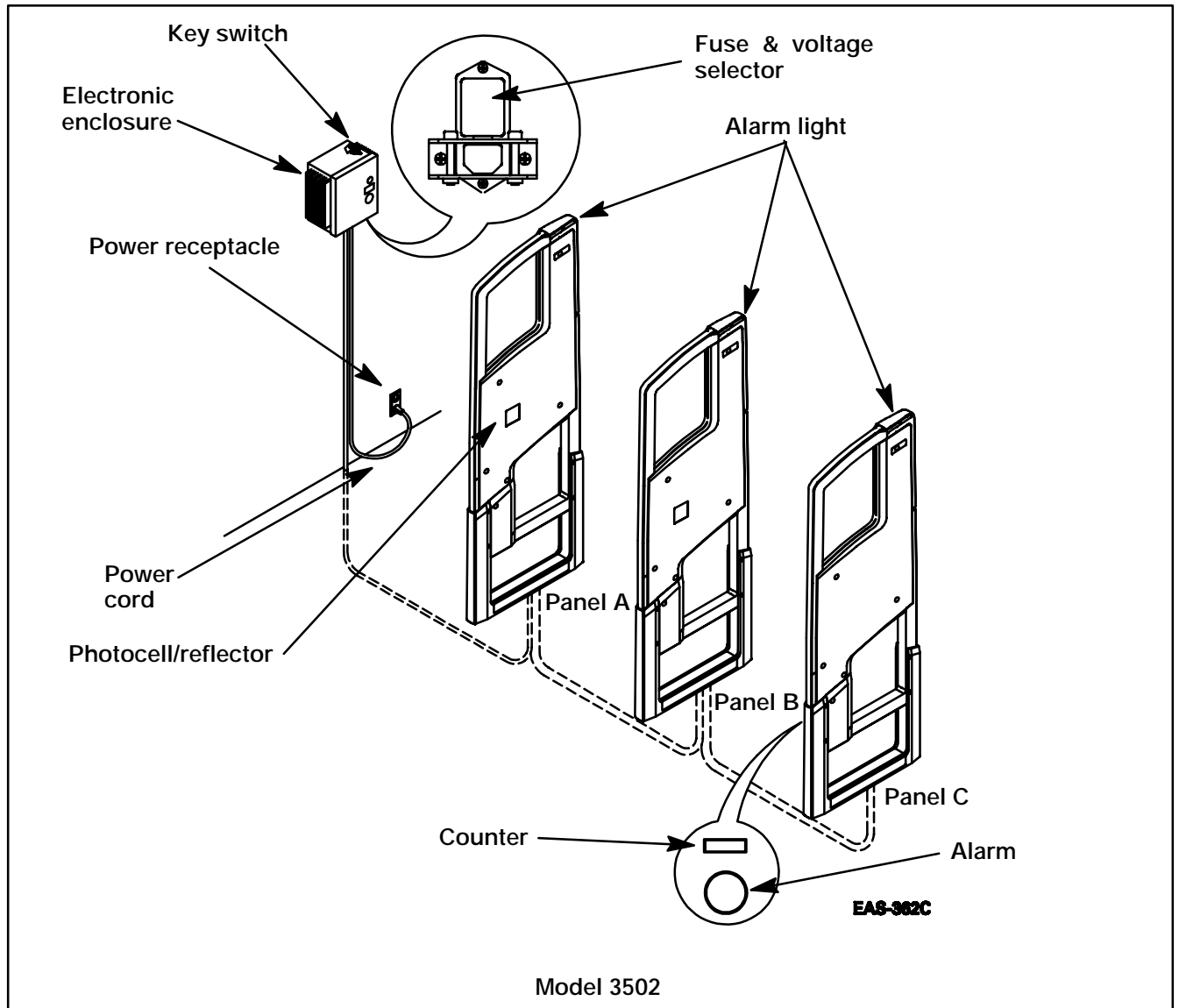
3.9   FCC/Industry Canada/European/Australia EMC Compliance

FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can emit radiated radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Industry Canada Radio Frequency Rules and Regulations

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

Australia

This unit complies with the EMC requirements for Australia.

⚠ **WARNING**
High Voltage.
Risk of electrical shock present. Not operator serviceable.
Refer all servicing to 3M factory trained service personnel.

⚠ **ADVERTENCIA**
Alto voltaje.
Riesgo de descarga electrica. El operador no debera
hacer reparaciones. Para reparaciones, ponerse en
contacto con el personal de servicio en sitio entrenado
por 3M.

⚠ **MISE EN GARDE**
Haute tension.
Risque de choc electrique. Ne doit pas être repare par
l'operateur. Confier tous les appareils a reparer au
personnel qualifie et forme en usine de 3M.

73-8096-8456-2

Model 3501DM
100 - 120V/200 - 240 VAC C€
50/60 Hz
1.6 A c ⓤ us
150 W I.T.E. LISTED 4P24
S/N: 351XXXX

3M Library Systems
St. Paul, Minnesota 55144-1000 **3M**

⊘ ACN 000 100 096

⚠ CONFIGURE 120/240V
SWITCHES AS REQ'D
SEE MANUAL

CAUTION: For continued protection against
risk of fire, replace only with same type and
rating of fuse.

ATTENTION: Pour ne pas compromettre la
protection contre les risques d'incendie,
remplacer par un fusible de même type et de
mêmes caractéristiques nominales.

⚠ **CAUTION**
Double Pole / Neutral Fusing

⚠ **PRECAUCIÓN**
Doble polo / Fusible en el neutro

⚠ **ATTENTION**
Double Pôle / Fusible sur le neutre

⚠ **ACHTUNG!**
Zweipolige bzw. Neutralleiter-Sicherung

⚠ 3.15A 250V

⚠ **CAUTION**
Double Pole / Neutral Fusing

⚠ **PRECAUCIÓN**
Doble polo / Fusible en el neutro

⚠ **ATTENTION**
Double Pôle / Fusible sur le neutre

⚠ **ACHTUNG!**
Zweipolige bzw. Neutralleiter-Sicherung

⚠ 4A 125V

⚠ **DANGER**

High voltage
Power must be
disconnected
before servicing.

Service Personnel Warning

Disconnect power before servicing.Unit
contains high voltage electrical circuits that
must be discharged and checked for voltage
prior to servicing.Service should be performed
only by 3M factory trained service personnel.

This device complies with part 15 of the FCC Rules.
Operation is subject to the following two conditions:
(1) This device may not cause harmful interference, and
(2) This device must accept any interference received,
    including interference that may cause undesired
    operation.

This Class A digital apparatus also meets all
requirements of the Canadian Interference-Causing
Equipment Regulations.

Cet appareil numérique de la classe A respecte toutes
les exigences du Règlement sur le matériel brouilleur
du Canada.

3500-17L
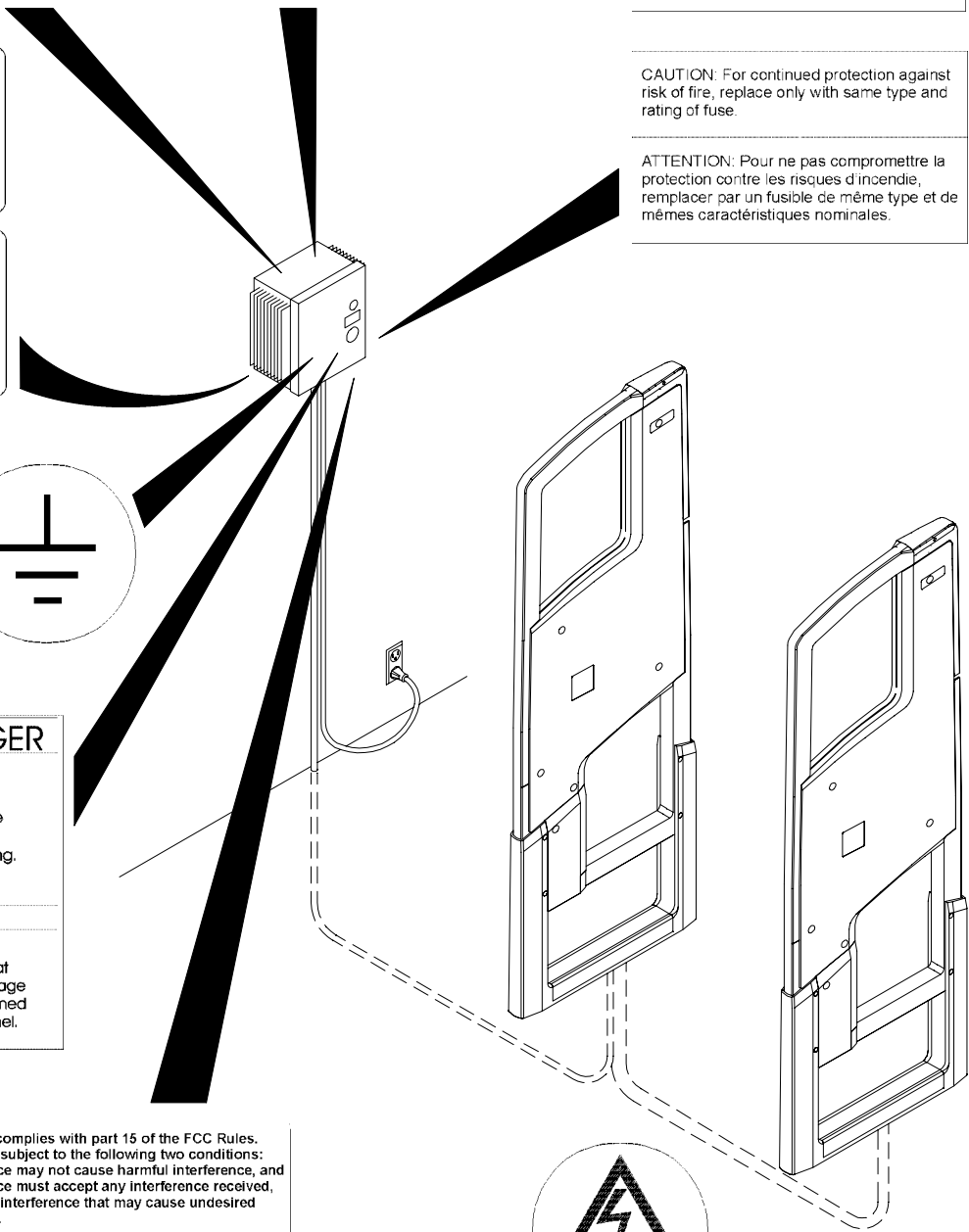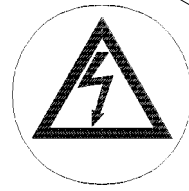
3.10   M3501/M3502 Detection System

Important Safety Instructions

Internal Use

The 3M𝑡 Detection System Model 3501/3502 is designed to detect the unauthorized removal of media from the library. It is designed to be positioned inside the library at the library exit. All exiting traffic should be directed through the Model 3501/3502 to maximize effectiveness. This system is designed for continuous operation. For maximum protection of the library media, use Tattle-Tape𝑡 Security Strips and 3M𝑡 Accessories.

Warning Labels

⚠ **WARNING**

High Voltage

Personal Injury Hazard. Risk of electrical shock present. Not operator serviceable. Refer all servicing to 3M factory trained service personnel. Do not open of enter panels or electronic enclosure.

⚠ **Caution**

High Voltage

Personal Injury Hazard.

Attempting to change fuses without unplugging the Detection System may cause personal injury. Inserting the fuse holder in the incorrect direction could blow the fuse.

To avoid any possibility of injury, disconnect the power before attempting to change the fuse. To avoid blowing the fuse, insert the fuse holder in the correct direction. For continued protection against risk of fire, replace only with the same type and rating of fuse.

⚠ **Caution**

Possible personal injury or equipment damage. Incorrect configuration and installation of the 120/240 voltage selector may cause personal injury or equipment damage.

Install the fuse holder/voltage selector in the correct orientation. See additional information in this manual on voltage configuration and fuses.

3.11   Accessories

A variety of accessories is available for use with your 3M† Detection System Model 3501/3502. However, it is unlikely that any one customer will use every accessory.

Desensitizers

The 3M† Desensitizers are designed to desensitize 3M† Tattle-Tape† Security Strips. Security strips on protected items must be properly desensitized so the items can be carried through the system without causing an alarm.

3M Desensitizers used with 3M Tattle-Tape security strips:

Model 763	On-counter, magnetic media
Model 766	Handheld, magnetic media
Model 930	On-counter
Model 2001	On-counter, magnetic media
Model 2001M	On-counter, magnetic media
Model 2004	In-counter
Model 955	Bookcheck
Model 966	Bookcheck

Resensitizers

Security strips on protected items must be properly resensitized to ensure items carried through the system will cause an alarm.

3M† Resensitizers used with 3M Tattle-Tape security strips:

Model 2011	On-counter, magnetic media
Model 955	Bookcheck
Model 966	Bookcheck
Model 951	Handheld
Model 764	On-counter, for printed material and compact discs

3M† SelfCheck† System

The 3M† SelfCheck† System is a library system used by patrons to check-out their own library materials. It completes library loan transactions by desensitizing 3M Tattle-Tape security strips and recording the transaction in the library circulation system.

3.12   Security Strips

3M has a wide range of security strips to protect your merchandise. Any of the security strips listed below may be used effectively with the detection systems Models 3501/3502.

3M Tattle-Tape security strips

B1	-	for print materials
B2	-	for print materials
DAC-1	-	for audio cassettes
DCD-2	-	for audio CDs and CD-ROMs
DSA-1	-	for audio cassettes
DVM-1	-	for video cassettes

3.13 Turning Your System On

The 3M t Detection System Model 3501/3502 is designed to be left on continuously.

To turn on, connect the Electronics Enclosure power cord to a power outlet. Turn the On/Off key switch to ON. The Power On indicator light should be on.

Allow 15 seconds for the system to start up.
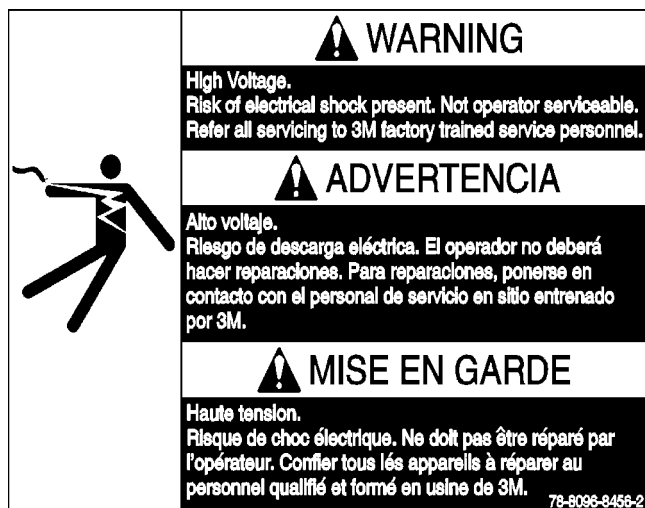
3.14 How to Verify System Operation

Your 3M t Detection System Model 3501/3502 should be inspected daily for proper operation.

Proper system operation is indicated when the red power indicator light is illuminated. System operation may be verified by passing through the system with a marked book, which should result in an audible alarm and a light on at the top of the panels. Each pass through the system should also increment the counter by one. The alarm/inhibit light on the Electronics Enclosure should also be illuminated (green) at the time of alarm. If the system does not respond, see the Troubleshooting Guide in Section 6.

There is no need for repetitive walk-through testing.

3.15   Emergency Shutdown

If an emergency occurs, remove power from the Model 3500 system by one of the following methods:

1. Turn On/Off Key Switch to OFF.

2. Disconnect the power cord from the power outlet.

3. If step 2 is not possible, set the facility circuit breaker for the system to OFF.

3.16   Fuse Replacement

The fuses are located on the bottom of the Electronic Enclosure in the power entry connector.

```
┌─────────────────────────────────────────┐
│  ⚠ WARNING                               │
│  High Voltage.                            │
│  Risk of electrical shock present. Not    │
│  operator serviceable.                    │
│  Refer all servicing to 3M factory        │
│  trained service personnel.               │
│  ⚠ ADVERTENCIA                           │
│  Alto voltaje.                            │
│  Riesgo de descarga eléctrica. El operador│
│  no deberá hacer reparaciones. Para       │
│  reparaciones, ponerse en contacto con el │
│  personal de servicio en sitio entrenado  │
│  por 3M.                                  │
│  ⚠ MISE EN GARDE                         │
│  Haute tension.                           │
│  Risque de choc électrique. Ne doit pas   │
│  être réparé par l'opérateur. Confier tous│
│  les appareils a reparer au personnel     │
│  qualifie et forme en usine de 3M.        │
│                           78-8096-8456-2  │
└─────────────────────────────────────────┘
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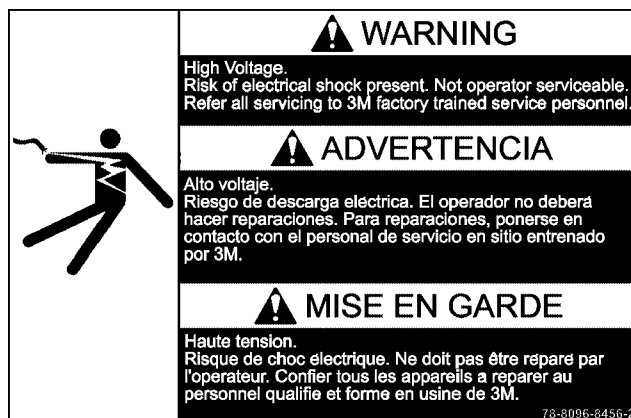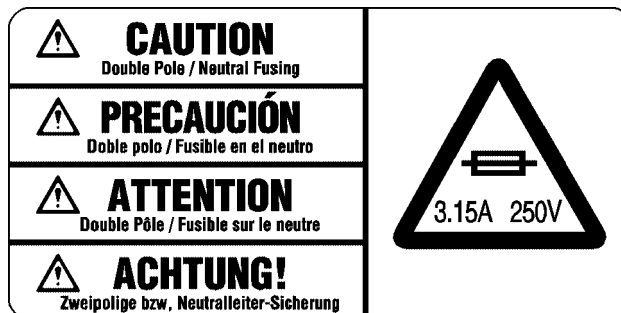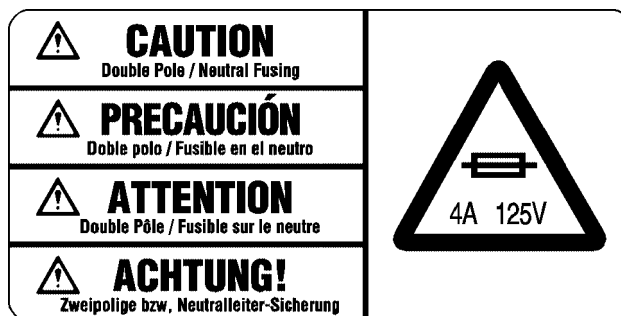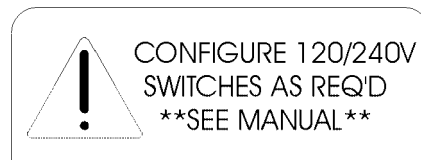
1. Turn the key switch to OFF and disconnect the power cord from the power source.

2. Using a small flat blade screwdriver, remove the fuse block from the power entry connector.

3. Do not remove the voltage selection block as this has been set by the installer at the correct voltage.

4. Replace the failed fuses with the correct fuse for your operating voltage:

    a. Up to 125VAC, use a 4A fuse.

    b. Voltages over 125VAC to 250VAC, use a 3.15A fuse.

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┌─────────────────────────────────────────┐
│ CAUTION: For continued protection against │
│ risk of fire, replace only with same type │
│ and rating of fuse.                       │
│                                           │
│ ATTENTION: Pour ne pas compromettre la    │
│ protection contre les risques d'incendie, │
│ remplacer par un fusible de même type et  │
│ de mêmes caractéristiques nominales.      │
└─────────────────────────────────────────┘
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```
┌─────────────────────────────────────────┐
│  ⚠    CONFIGURE 120/240V                 │
│       SWITCHES AS REQ'D                   │
│       **SEE MANUAL**                      │
└─────────────────────────────────────────┘
```

```
┌──────────────────────────────────┬──────┐
│ ⚠  CAUTION                        │  ⚠   │
│    Double Pole / Neutral Fusing   │      │
│ ⚠  PRECAUCIÓN                     │  ▭   │
│    Doble polo / Fusible en el     │      │
│    neutro                         │ 4A   │
│ ⚠  ATTENTION                      │ 125V │
│    Double Pôle / Fusible sur le   │      │
│    neutre                         │      │
│ ⚠  ACHTUNG!                       │      │
│    Zweipolige bzw.                │      │
│    Neutralleiter-Sicherung        │      │
└──────────────────────────────────┴──────┘
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┌──────────────────────────────────┬──────┐
│ ⚠  CAUTION                        │  ⚠   │
│    Double Pole / Neutral Fusing   │      │
│ ⚠  PRECAUCIÓN                     │  ▭   │
│    Doble polo / Fusible en el     │      │
│    neutro                         │3.15A │
│ ⚠  ATTENTION                      │ 250V │
│    Double Pôle / Fusible sur le   │      │
│    neutre                         │      │
│ ⚠  ACHTUNG!                       │      │
│    Zweipolige bzw.                │      │
│    Neutralleiter-Sicherung        │      │
└──────────────────────────────────┴──────┘
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5. Reinstall the fuse block, connect the power cord to the power source, and turn the key switch to ON.

3.17   Models 3801 and 3802

The Detection Panels are shown below:
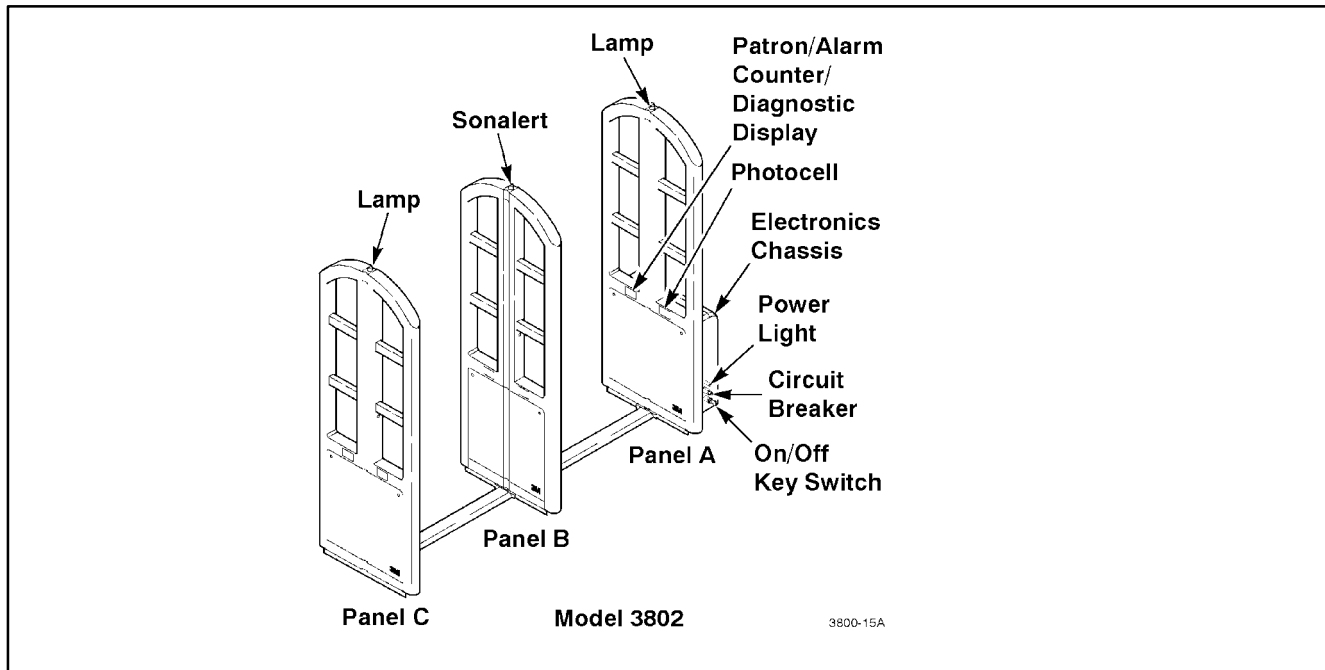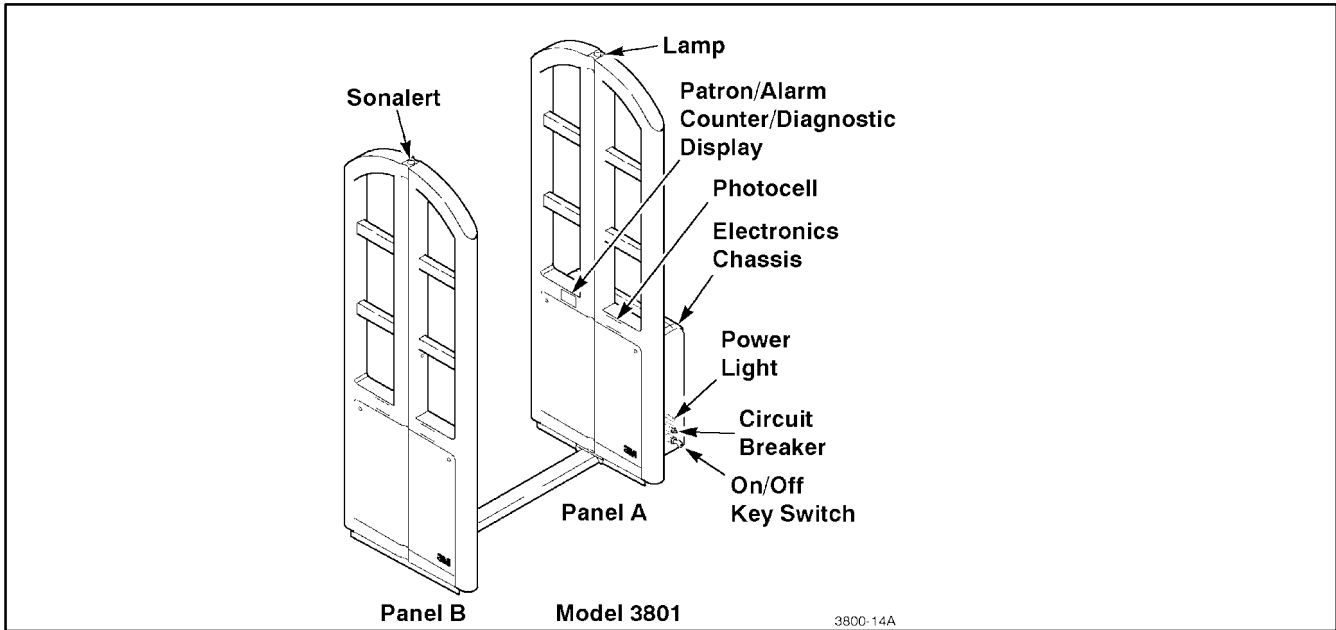
The 3800 System is also available in a 3-corridor
3803 model and a 4-corridor 3804 model.

3.18   Accessories

A variety of accessories is available for use with your 3M t Detection System Model 3801/3802. However, it is unlikely that any one customer will use every accessory.

Desensitizers

The 3M t Desensitizers are designed to desensitize 3M t Tattle-Tape t Security Strips. Security strips on protected items must be properly desensitized so the items can be carried through the system without causing an alarm.

3M desensitizers used with 3M Tattle-Tape security strips:

Model 763	On-counter, magnetic media
Model 766	Handheld, magnetic media
Model 930	On-counter
Model 2001	On-counter, magnetic media
Model 2001M	On-counter, magnetic media
Model 2004	In-counter
Model 955	Bookcheck
Model 966	Bookcheck

Resensitizers

Security strips on protected items must be properly resensitized to ensure items carried through the system will cause an alarm.

3M t Resensitizers used with 3M Tattle-Tape security strips:

Model 2011	On-counter, magnetic media
Model 955	Bookcheck
Model 966	Bookcheck
Model 951	Handheld
Model 764	On-counter, for printed material and compact discs

Gates

Locking exit gates and an entrance gate can be installed on the system.

3M t SelfCheck t System

The 3M t SelfCheck t System is a library system used by patrons to check-out their own library materials. It completes library loan transactions by desensitizing 3M Tattle-Tape security strips and recording the transaction in the library circulation system.

3.19   Security Strips

3M has a wide range of security strips to protect your merchandise. Any of the security strips listed below may be used effectively with the Detection Systems Models 3801/3802.

3M Tattle-Tape Security Strips

B1	-	for print materials
B2	-	for print materials
DAC-1	-	for audio cassettes
DCD-2	-	for audio CDs and CD-ROMs
DSA-1	-	for audio cassettes
DVM-1	-	for video cassettes

3.20   Turning Your System On

The power On/Off switch is a key switch located on one end of the corridor at the base of the electronics chassis. The 3M t Detection System Model 3801/3802 is designed to be left on continuously.

To turn the system on, insert the key and turn the key switch to the ON position. The green light above the key switch will light, indicating the system is on. They key should always be removed from the system to prevent tampering.

Allow two minutes for the system to warm up. A "DIAG9" will appear in the "Patron Counter/Diagnostic Display" during warm-up. Thereafter, the patron count or alarm count will be displayed.


3.21   How to Verify System Operation

Your 3M detection system Model 3801/3802 should be inspected daily for proper operation.

System operation may be verified with the built-in Diagnostic Display located on one security panel. During normal operation, the current patron count or alarm count will be alterately displayed at 15 second intervals. A leading "P" indicates a patron count (for example, P123456). A leading "A" indicates an alarm count (for example, A123456).

If a system problem should occur, a code number will appear in the Diagnostic Display. Refer to the Troubleshooting Guide, Section 6, if a code number is present.

An alarm condition is indicated by an audible signal. The specific corridor in which an alarm condition exists is indicated by the light built into the top of panel A or C.

There is no need for repetitive walk-through testing.
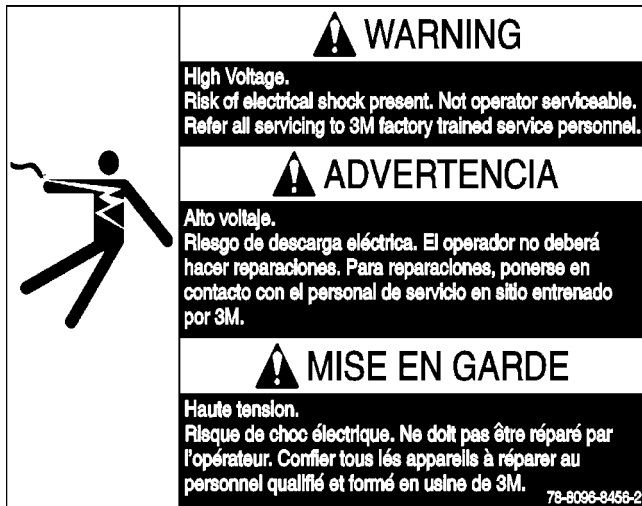
3.22   Emergency Shutdown

If an emergency occurs, remove power from the system by one of the following methods:

6. Turn On/Off Key Switch to Off.

7. Disconnect the power cord from the power outlet.

8. If steps 1 and 2 are not possible, set the facility circuit breaker for the system to off.

3.23   FCC Radio Frequency Rules and Regulations

This device complies with Part 15 of the FCC rules. Operation is subject to the following conditions: (1) this device may **not** cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

3.24   DOC Radio Frequency Rules and Regulations

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus as set out in the radio inteference regulations of the Canadian Department of Communications.

3.25   Agency Approvals

The safety related fire, shock, and injury aspects of the Model 2300, 3500, and 3800 series have been investigated to UL 1950, CSA 22.2 No. 950, and EN 60950 standards by Underwriters Laboratories Inc. Models also comply with European CE requirements. Burglary and theft protection features have not been evaluated.

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Section 4.
3M Accessories for Use with the
3Mt Library Security System

Description/Characteristics

3M has a variety of security strips and accessories, desensitizers and resensitizers for use with the 3Mt Library Security System. Security strips and their uses are described in Section 5.

This section contains information for proper use and operation of the accessories used with the 3M detection systems. You may have one or more of these accessories depending on your operation, volume, and selection of materials to be protected. For specific information on using your accessory devices, locate the page(s) describing the device.

### Accessories Used with the 3M Library Security System

4.1　3M†　Handheld Desensitizer Model 766 (For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M Desensitizer Model 766 is designed to desensitize surface-applied 3M† Tattle-Tape† Security Strips. This includes security strips which have been applied to recorded magnetic media such as audio cassettes, video cassettes, or boxed computer software.

Security strips on protected items must be properly desensitized so the items can be carried through the library system without causing an alarm.
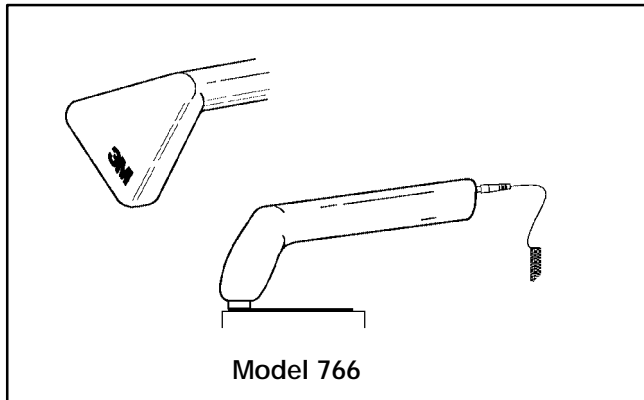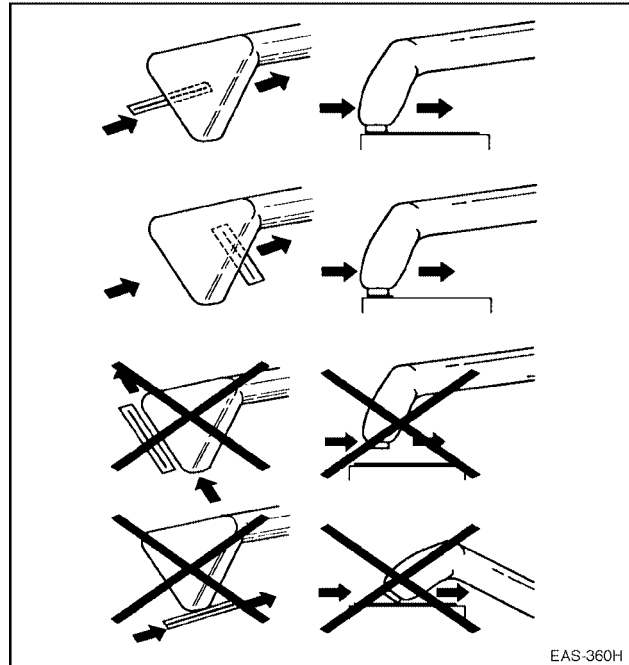

Model 766

Installation

The 3M Model 766 is a non-electric, handheld device which requires no installation. However, the security cable should be attached to prevent unauthorized removal.

Operating Instructions

Draw the 3M Model 766 across the marked article with the desensitizing element in **full contact** with the security strip.

EAS-360H

Only one pass is necessary to fully desensitize a security strip.

Passing the 3M Model 766 across the security strip first in one direction and then in the other (scrubbing motion) may partially resensitize the security strip and cause unwanted alarms.

Security Strips Used with the 3M Model 766 Desensitizer

3M⊤ Tattle-Tape⊤ Security Strips (surface-applied)

    102

    DSA-1

    DVM-1

    DAC-1

    DCD-2

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The 3M Model 766 should be used and stored away from areas which are readily accessible to customers.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

Typical Items Used with the 3M Model 766 Desensitizer

Make sure that the 3M Model 766 desensitizing element contacts the security strip.

Audio cassettes

Video cassettes

Packaged computer software

All general items (with surface-applied security strips)

Compact discs

Exceptions

> To avoid damage to credit cards or computer disks, do not permit the 3M Model 766 to make direct contact with credit cards or computer disks.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock, first in, first out.

4.2   3M т On-Counter Desensitizer Model 930 (Not For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M т On-counter Desensitizer Model 930 is designed to desensitize 3M т Tattle-Tape т Security Strips. This includes strips applied in or on books, magazines, and other general items.

The 3M Model 930 is **not** intended to be used with recorded magnetic media such as audio cassettes, video cassettes or computer disks as they may be damaged.

Security strips on protected items must be properly desensitized so the items can be carried through the library system without causing an alarm.
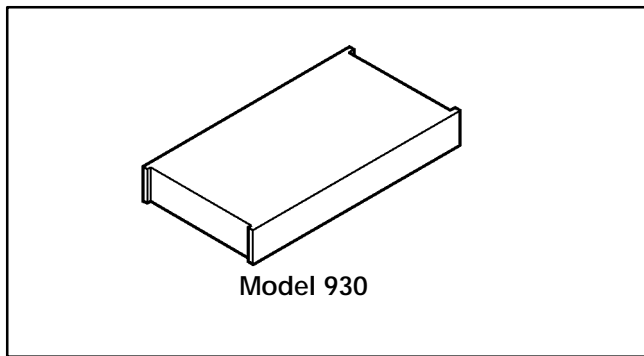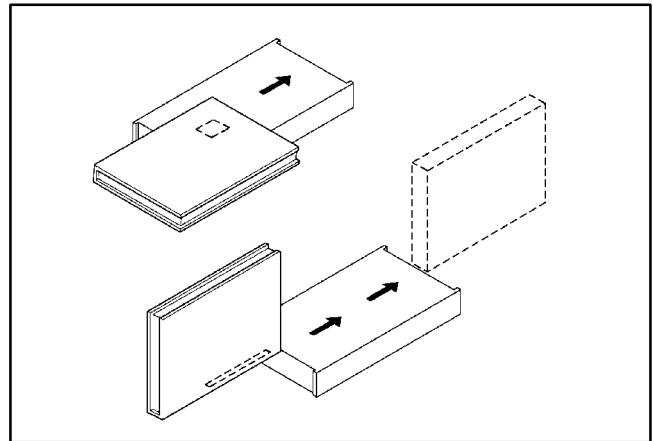

Model 930

Installation

The 3M Model 930 is a moveable, non-electric, on-counter device which requires no installation. However, it should be located away from areas which are readily accessible to customers.

A yellow warning label is supplied by 3M and should be secured on or near the 3M Model 930 to advise customers of potential damage to recorded magnetic media.

Operating Instructions

To desensitize security strips in books or magazines:

Draw the spine of the book or magazine across the top of the 3M Model 930. Keep the spine of the marked item in **full contact** with the desensitizer.

To desensitize security strips on general items and unrecorded magnetic media:

Draw the marked item across the top of the 3M Model 930. Keep the security strip in **full contact** with the desensitizer.
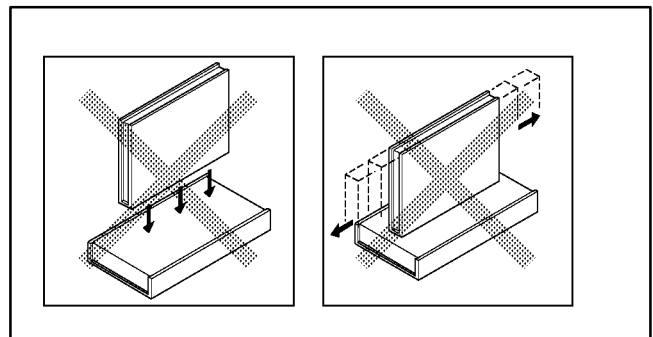
Only one pass is necessary to fully desensitize a security strip.

Passing the marked item across the 3M Model 930 first in one direction and then in the other (scrubbing motion), may partially resensitize the security strip and cause unwanted alarms.

Security Strips Used with 3Mt Desensitizer Model 930

3Mt Tattle-Tapet Security Strips

> 102
>
> 103
>
> B1 (DS-B1-N)
>
> B2 (DS-B2-N)
>
> DCD-2

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The 3M Model 930 should be installed away from areas which are readily accessible to customers.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

Typical Items Used with 3M Model 930 Desensitizer

Books

Magazines

All general items — excluding recorded magnetic media.

Exceptions

> Keep credit cards, recorded magnetic media (audio tapes, video tapes or computer disks) and stem-wind and self-wind wrist watches at least six inches [150 mm] away from the 3M Model 930 surface to prevent magnetic damage.
>
> A yellow warning label is supplied by 3M and should be secured on or near the 3M Model 930 to advise customers of potential damage to recorded magnetic media.
>
> Keep a minimum of 12 inches from computers and computer displays (CRTs).

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32° C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

Store security strips at least two feet [0,6 m] away from the 3M Model 930.

4.3   3M t On-Counter Desensitizer Model 2001 (For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M t On-counter Desensitizer Model 2001 is designed to desensitize 3M t Tattle-Tape t Security Strips. This includes security strips which have been surface-applied to records, audio cassettes, and prepackaged computer software.

This device is **not** intended to desensitize security strips which have been applied directly to computer software, as the disks may be damaged.

Security strips on protected items must be properly desensitized so the items can be carried through the library security system without causing an alarm.
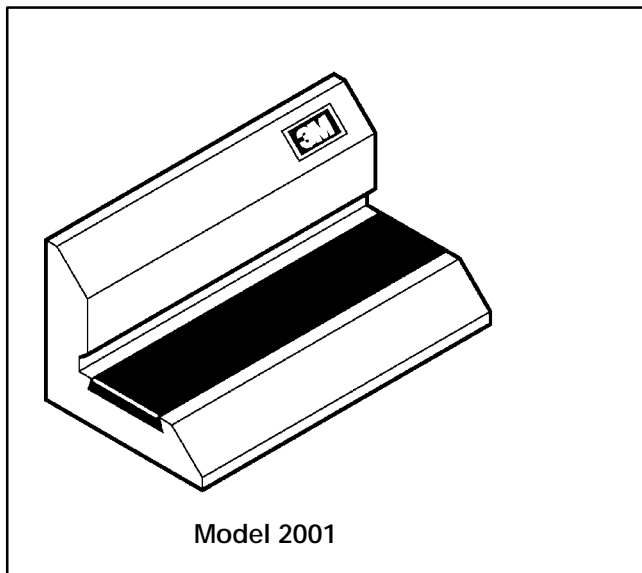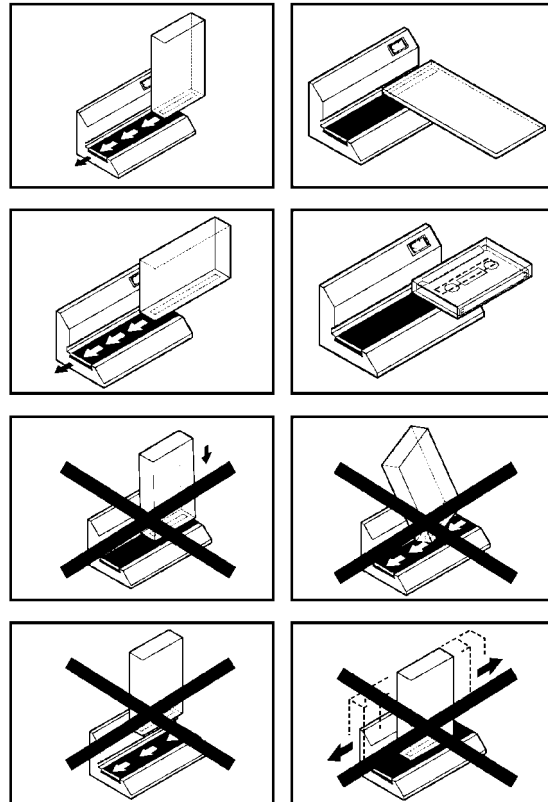

Model 2001

Installation

The 3M Model 2001 is a moveable, non-electric, on-counter device which requires no installation. However, the 3M Model 2001 should be used away from areas which are readily accessible to customers.

Operating Instructions

To desensitize security strips:

S   Draw the marked item across the black plate on the Model 2001.

S   Make sure the security strip is in **full contact** with the black plate on the Model 2001.

Only one pass is necessary to fully desensitize a security strip.

Passing the marked item across the 3M Model 2001 first in one direction and then in the other (scrubbing motion) may partially resensitize the strip and cause unwanted alarms.

To avoid damage to credit cards or computer software, do not permit credit cards or computer software to make direct contact with the 3M Model 2001.

Security Strips Used with the 3M† Desensitizer Model 2001

3M† Tattle-Tape† Security Strips

> 102
>
> DAC-1
>
> DVM-1
>
> DSA-1

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The 3M Model 2001 should be used and stored away from areas which are readily accessible to customers.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

Typical Items Used with the 3M Model 2001 Desensitizer

Records

Audio cassettes

Video cassettes

Boxed computer software

Exceptions

> To avoid damage to credit cards or computer software, do not permit credit cards or computer software to make direct contact with the 3M Model 2001.
>
> Computer software disks should be enclosed in a box or case to keep the disks at least 1/4 inch [6 mm] from the Model 2001 surface.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

4.4   3M† On-Counter Desensitizer Model 2001M (For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M On-counter Desensitizer Model 2001M is designed to desensitize 3M† Tattle-Tape† Security Strips. This includes security strips which have been surface-applied to records, boxed audio cassettes, video cassettes, compact disks and boxed computer software.

This device is **not** intended to desensitize security strips which have been applied directly to unboxed audio cassettes or to computer software, as they may be damaged. However, security strips may be applied to boxed computer software.

Security strips on protected items must be properly desensitized so the items can be carried through the library security system without causing an alarm.
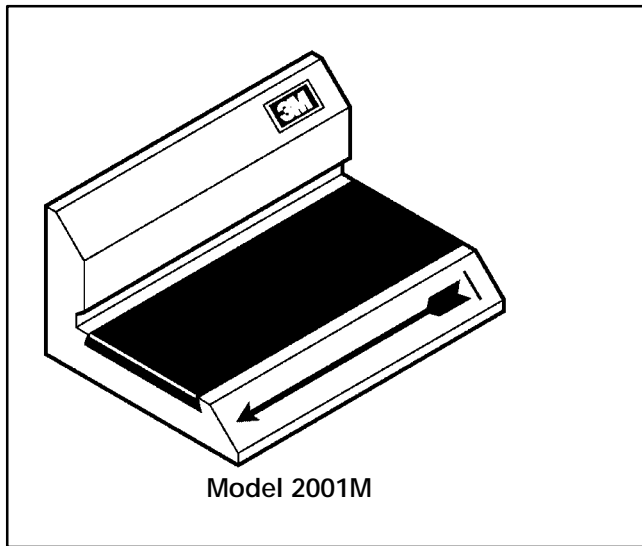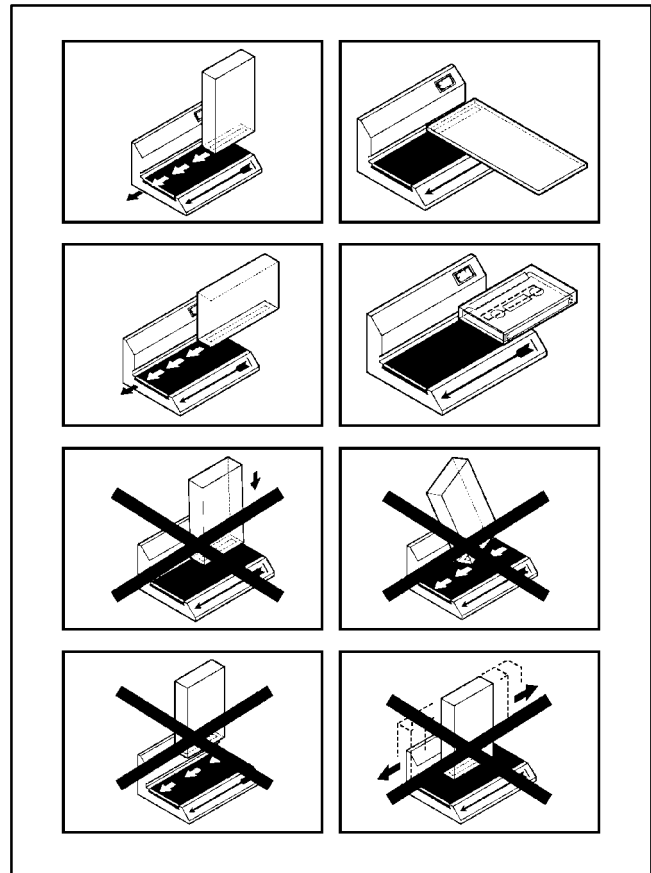

Model 2001M

Installation

The 3M Model 2001M is a non-electric, moveable on-counter device which requires no installation. However, the security cable should be attached to prevent unauthorized removal.

Operating Instructions

To desensitize security strips:

S   Draw the marked item across the black plate on the Model 2001M.

S   Make sure the security strip is in **full contact** with the black plate on the Model 2001M.

Only one pass is necessary to fully desensitize a security strip.

Passing the marked item across the 3M Model 2001M first in one direction and then in the other (scrubbing motion) may partially resensitize the security strip and cause unwanted alarms.

> To avoid damage to credit cards or computer software, do not permit credit cards or computer software to make direct contact with the 3M Model 2001M.

Security Strips Used with the 3M† Desensitizer Model 2001M

3M† Tattle-Tape† Security Strips

    102

    DAC-1

    DSA-1

    DVM-1

Security Strip Application

Security strips should always be applied to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The 3M Model 2001M should be installed away from areas which are readily accessible to customers.

Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

Typical Items Used with the 3M Model 2001M Desensitizer

Records

Boxed audio cassettes

Video cassettes

Boxed computer software

Exceptions

To avoid damage to credit cards or computer software, do not permit credit cards or computer software to make direct contact with the 3M Model 2001M.

Computer software disks should be enclosed in a box or case to keep the disks at least 1/4 inch [6 mm] from the Model 2001 surface.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

4.5   3Mt In-Counter Desensitizer Model 2004 (Not For Use With Recorded Magnetic Media)

Description/Characteristics

The 3Mt Desensitizer Model 2004 is designed to desensitize 3Mt Tattle-Tapet Security Strips. This includes security strips in or on books, magazines, and other general items.

The 3M Model 2004 is **not** intended to be used with recorded magnetic media such as audio or video cassettes or computer software.

Security strips on protected items must be properly desensitized so the items can be carried through the library system without causing an alarm.
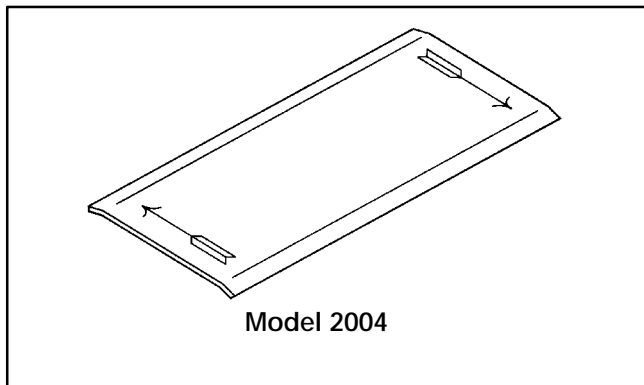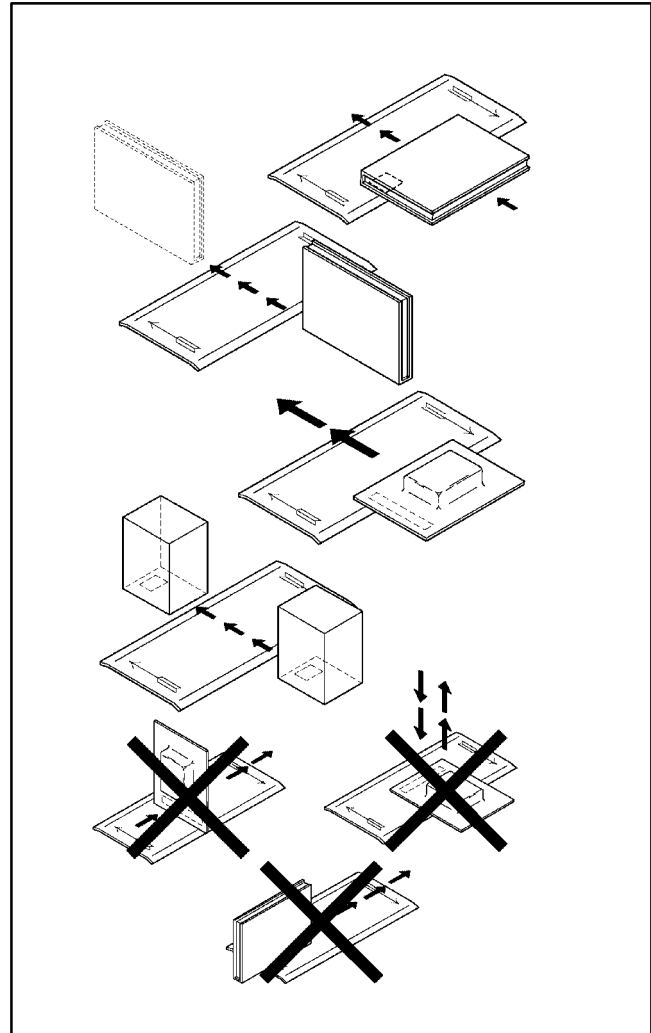

Model 2004

Installation

The 3M Model 2004 is a non-electric device which is designed to be permanently installed in the checkout counter.

A yellow warning label is supplied by 3M and should be secured on or near the Model 2004 to advise customers of potential damage to recorded magnetic media.

Operating Instructions

Pass the marked article across the face of the Model 2004 with the security strip in **full contact** with the surface of the desensitizer.

Only one pass is necessary to fully desensitize a security strip.

Passing the marked item across the 3M Model 2004 first in one direction and then in the other (scrubbing motion) may partially resensitize the security strip and cause unwanted alarms.

Security Strips Used with the 3M† Desensitizer Model 2004

3M† Tattle-Tape† Security Strips

102

103

B1 (DS-B1-N)

B2 (DS-B2-N)

DCD-2

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

Typical Items Used with the 3M Desensitizer Model 2004

Books

Magazines

All general items — excluding recorded magnetic media.

Exceptions

> Keep credit cards, recorded magnetic media (audio tapes, video tapes or computer disks) and stem-wind and self-wind wrist watches at least six inches [150 mm] away from the 3M Model 2004 surface to prevent magnetic damage.
>
> A yellow warning label is supplied by 3M and should be secured on or near the 3M Model 2004 to advise customers of potential damage to recorded magnetic media.
>
> Keep a minimum of 12 inches ffom computers and computer displays (CRTs).

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

Store security strips at least two feet [0,6 m] away from the Model 2004.

4.6   3M т On-Counter Resensitizer Model 2011 (For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M т On-counter Resensitizer Model 2011 is designed to resensitize 3M т Tattle-Tape т Security Strips. This includes security strips which have been surface-applied to audio cassettes or video cassettes.

This device is **not** intended to resensitize security strips which have been applied directly to computer disks, as the disks may be damaged.

Security strips must be resensitized when the marked items are returned. Improperly resensitized items will not alarm when passed through the library system.
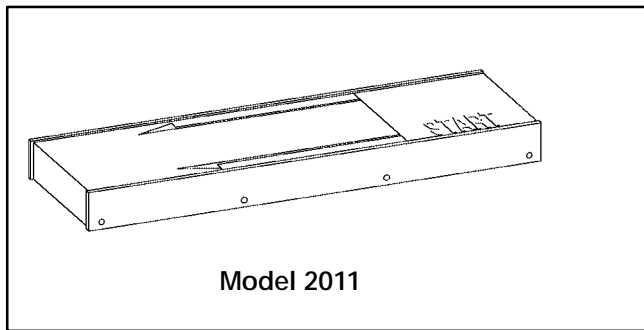

Model 2011

Installation

The 3M Model 2011 is a moveable, non-electric, on-counter device which requires no installation.

The 3M Model 2011 should be located away from areas which are readily accessible to customers.

Operating Instructions

To resensitize security strips, pass the marked article across the surface of the 3M Model 2011. Make sure the security strips are in **full contact** with the 3M Model 2011.

Strips passed across the 3M Model 2011 in the direction opposite the arrows will not be resensitized.
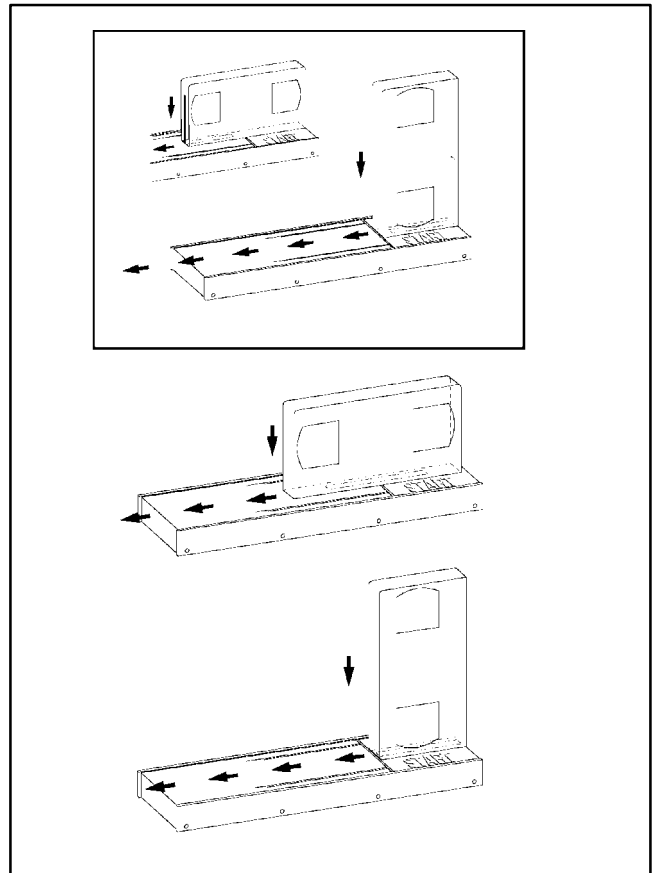
Only one pass is necessary to fully resensitize each security strip.

To avoid damage to credit cards or computer software: Do not attempt to resensitize security strips which have been applied directly to computer software.

Do not permit credit cards or computer software disks to make direct contact with the 3M Model 2001.

Security Strips Used with the 3M† Resensitizer Model 2011

3M† Tattle-Tape† Security Strips

  102

  DAC-1

  DVM-1

  DSA-1

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips and labels.

Typical Items Used with the 3M Resensitizer Model 2011

Video cassettes

Audio cassettes

Exceptions

> To avoid damage to credit cards or computer software: Do not attempt to resensitize security strips which have been applied directly to computer software.
>
> Do not permit credit cards or computer software disks to make direct contact with the 3M Model 2001.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

4.7   3M† Handheld Resensitizer Model 951
         (Not For Use With Recorded Magnetic
         Media)

Description/Characteristics

The 3M† Resensitizer Model 951 is designed to
resensitize 3M† Tattle-Tape† Security Strips. This
includes strips applied in or on books, magazines,
periodicals, and compact discs.

The 3M Model 951 is **not** intended to be used with
recorded magnetic media such as audio cassettes,
video cassettes or computer software.

The 3M Tattle-Tape security strips should be
resensitized when the protected items are returned.
Improperly resensitized items will not alarm when
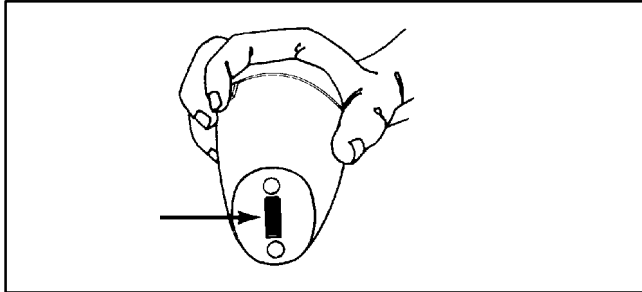passed through the detection system.

Model 951

Installation

The 3M Model 951 is a portable device which
requires no installation other than plugging it into the
proper power source.
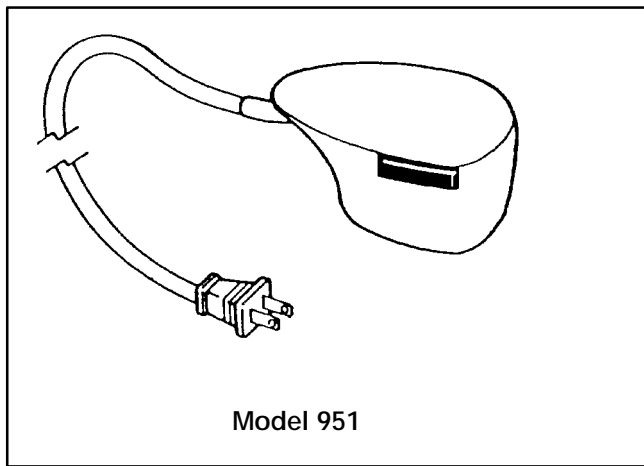
Operating Instructions

Resensitizing Security Strips

Turn the Model 951 on at least six inches [150 mm] from the 3M t Tattle-Tape t Security Strip.

Pass the resensitizer slowly along the object where the security strip is located. Continue beyond the security strip before turning the resensitizer off.
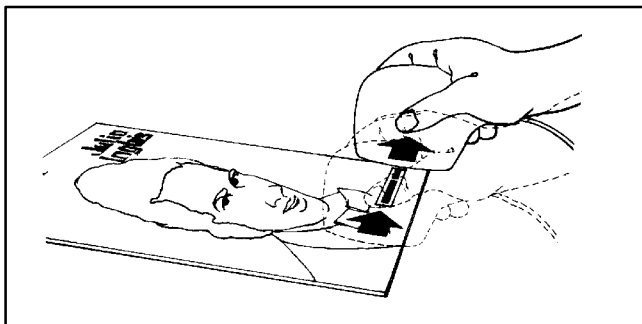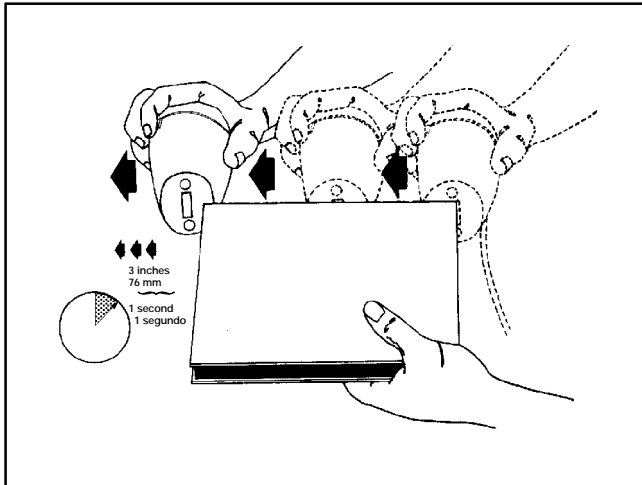
The center of the Model 951 must pass directly over the security strip and no farther than 1/4 inch [6 mm] above the strip.
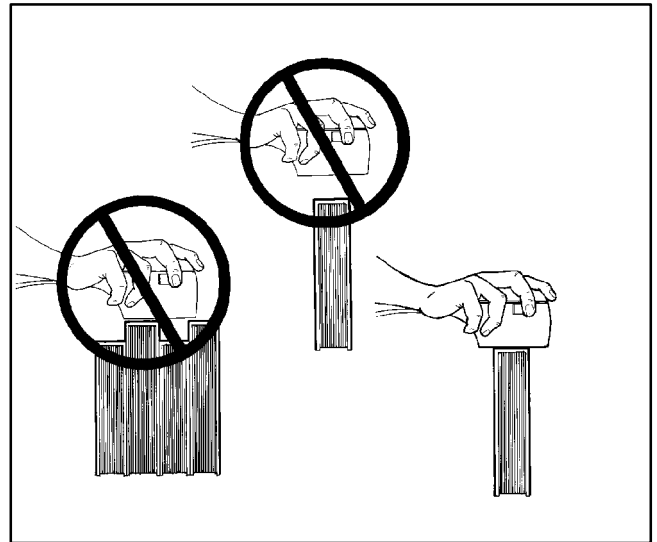
The recommended duty cycle for the Model 951 is one minute on and five minutes off.

Troubleshooting

Problem: The Model 951 will not resensitize any strip.

    □ The Model 951 is not connected to a working power outlet.

Solution: Plug the Model 951 into a working power outlet.

    □ The internal thermal sensor is open.

       The resensitizer may have been used or turned "ON" for too long a time, allowing it to over heat. The recommended duty cycle is one minute on and five minutes off.

Solution: Allow the Model 951 to cool.

Problem: Poor or inconsistent resensitizing.

    □ Passing the Model 951 along the length of a security strip too fast.

Solution: Slow the speed for resensitizing to approximately three inches [75 mm] per second.

    □ The center of the Model 951 resensitizing element is not directly over the security strip.

    □ The Model 951 is more than 1/4 inch [6 mm] away from the security strip.

Solution: Verify that the Model 951 is being used directly over the security strip and is not more than 1/4 inch [6 mm] away from the security strip.

Problem: Cracked or damaged housing.

Solution: Discontinue use immediately. The Model 951 is not repairable. Replace the unit.

Security Strips Used with the 3M† Resensitizer Model 951

3M† Tattle-Tape† Security Strips

    B1

    B2

    DCD-2

Security Strip Application

Security strips should always be applied to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Typical Items Used with the 3M Resensitizer Model 951

Books

Magazines

Periodicals

Compact discs

Exceptions

> Keep credit cards, recorded magnetic media (audio cassettes, video cassettes, computer software), stem-wind and self-wind wrist watches at least six inches [150 mm] away from the 3M Model 951 surface to prevent magnetic damage.

Security Strip Storage Conditions

Store security strips at 50° – 90° F (10° – 32° C) and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

4.8   3M t Bookcheck Model 955
(Not For Use With Recorded Magnetic Media)

#### Description/Characteristics

The 3M t Bookcheck Model 955 is designed to desensitize and resensitize 3M t Tattle-Tape t Security Strips. This includes strips applied in or on books, magazines, periodicals, and compact discs.

The Model 955 is **not** intended to be used with recorded magnetic media such as audio cassettes, video cassettes or computer software.

The Model 955 also has a verifier switch and light. When the verifier switch is in the ON position, the verifier light identifies materials which are protected with active 3M Tattle-Tape security strips.

Security strips and labels on protected items must be properly desensitized so the items can be carried through the detection system without causing an alarm.

When items are returned, the security strips can be resensitized. Improperly resensitized items will not alarm when passed through the detection system.
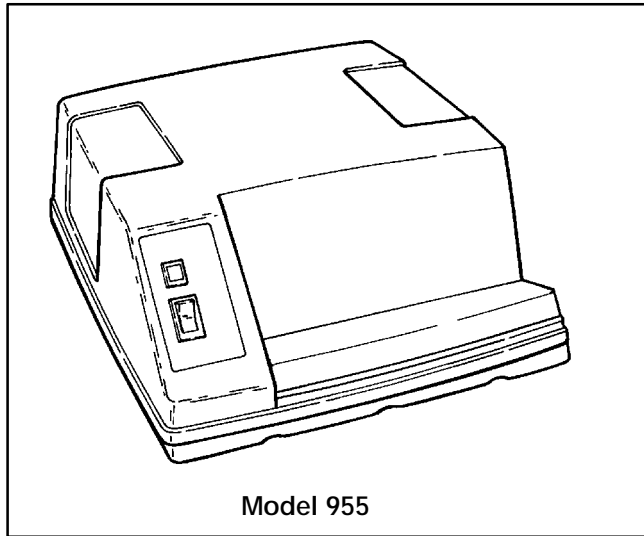
Model 955

Installation

The Model 955 may be placed either on or under the circulation counter.

Voltage Selection

The Model 955 is capable of operating from a nominal voltage of 115 volts or 230 volts. The voltage selection switch on the back of the Model 955 must be moved to the proper position before it may be used for the first time.

Set the voltage selection switch to the 115 position when operating from 100 to 130 volts.

Set the voltage selection switch to the 230 position when operating from 200 to 240 volts.
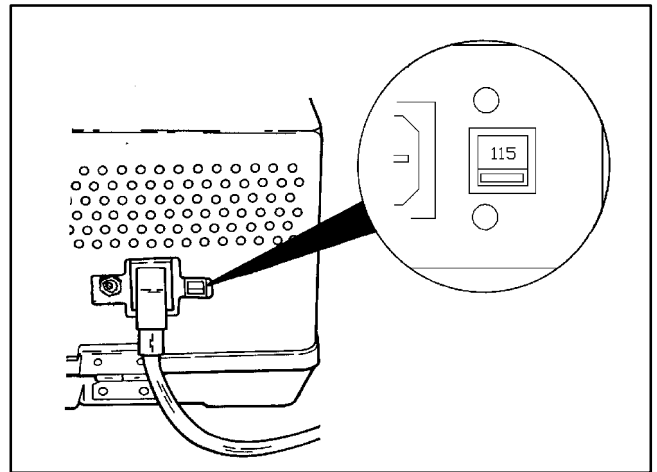
Operating Instructions

Desensitizing Security Strips

Select the Desensitize mode.

Place the spine of a marked book or a compact disc in the cradle of the bookcheck.

Slide the item to the left. As the item passes the optical trigger, an audible signal (thump) will indicate the 3Mt Tattle-Tapet Security Strip has been desensitized.

The orange verifier light will also turn off, confirming that the security strip has been properly desensitized.

To ensure items will be properly desensitized, do not place more than one item at a time in the cradle of the Model 955.

Resensitizing Security Strips

Select the Sensitize mode.

Place the spine of the marked book or an edge of a compact disc in the cradle of the bookcheck.

Slide the item to the left. As the item passes the optical trigger an audible signal (thump) will indicate the 3M Tattle-Tape security strip has been resensitized.

The orange verifier light will also turn on, confirming that the security strip has been properly resensitized. If the verifier light does not turn on, then the item is not marked with a 3M Tattle-Tape security strip.

To ensure that items will be properly resensitized, do not place more than one item at a time in the cradle of the Model 955.
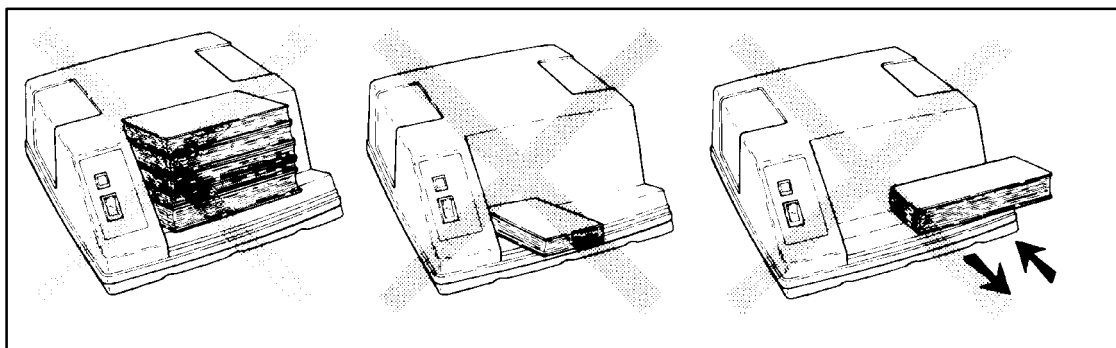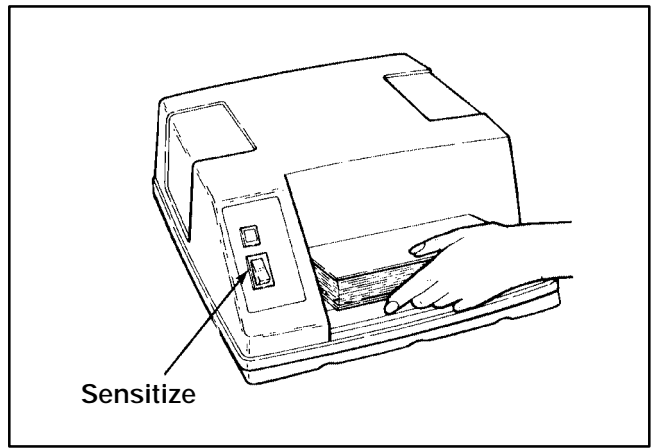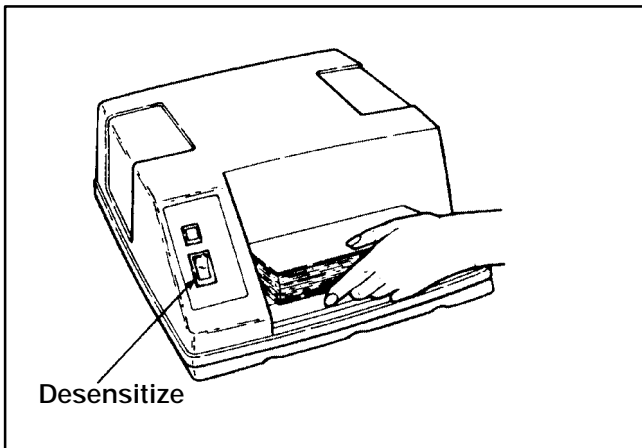

Desensitize

Sensitize

**Verifying that materials are protected with 3M t Tattle-Tape t Security Strips**

When the VERIFIER switch is in the ON position, the verifier light will identify which items in your collection are protected with 3M t Tattle-Tape t security strips.

To verify that an item is protected with a 3M security strip, resensitize the item as described on the previous page.

Make sure the Sensitize/Desensitize switch is in the SENSITIZE position.

Place the item in the center of the Model 955 with the item gently touching the vertical portion of the unit.

If the item is protected, the verifier will light. If the verifier does not light, then you will want to install a 3M Tattle-Tape security strip to protect the item.
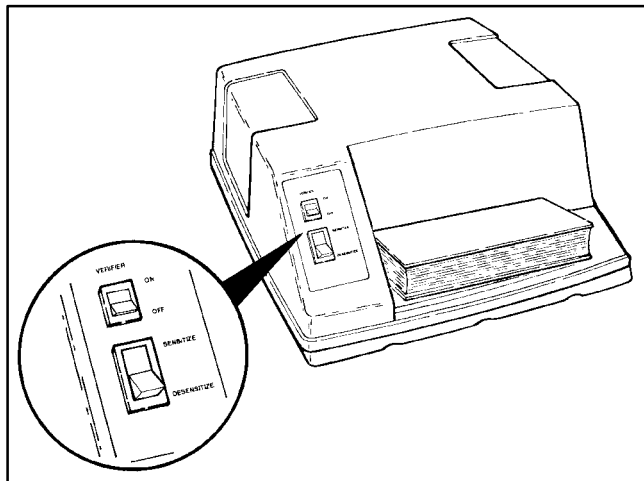
Troubleshooting

No desensitizing or resensitizing

Symptom: The Model 955 will not desensitize or resensitize any strip.

         D   The Model 955 fails to operate or "thump."

Problem: The Model 955 is not connected to a working power outlet.

Solution: Plug the Model 955 into a working power outlet.

Problem: The optical sensor area may have accumulated dust.

Solution: Clean this area by blowing or brushing dust from the optical sensors.

⚠ **Caution**

To reduce the risk of electrical shock, do not use liquids to clean the optical sensor.
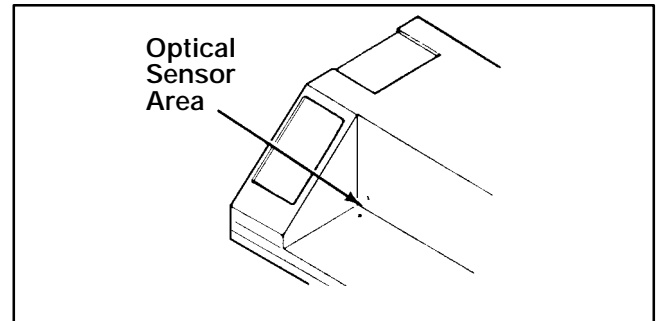
Resetting the circuit breaker

The Model 955 bookcheck will not operate if the circuit breaker is open.

S   Reset the circuit breaker on the back of the bookcheck one time.

S   If the bookcheck does not operate correctly after resetting the circuit breaker one time, call 3M service at 1-800-328-0067.

Security Strips Used with the 3Mt Bookcheck Model 955

3Mt Tattle-Tapet Security Strips

> B1
>
> B2
>
> DCD-2

Security Strip Application

Security strips should always be applied to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The Model 955 should be installed away from areas which are readily accessible to patrons.

Cleaning

Remove dirt and greasy buildup using towels or soft cloths which have been dampened with a grease cutting cleaner. Rub on the surface until clean and wipe dry.
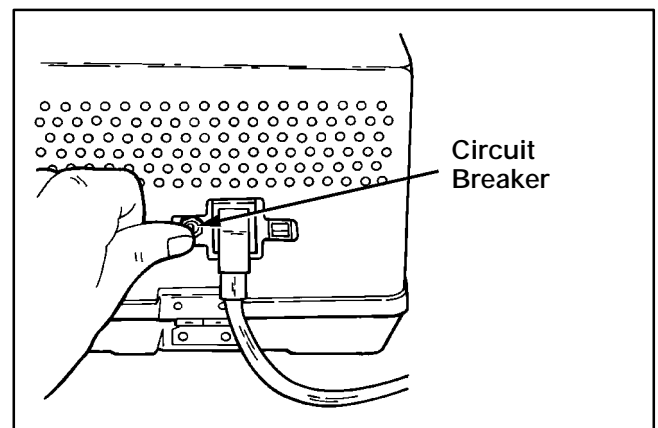
Typical Items Used with the 3M Bookcheck Model 955

Books

Magazines

Periodicals

Compact discs

Records

Exceptions

> Keep credit cards, recorded magnetic media (audio cassettes, video cassettes, computer software), stem-wind and self-wind wrist watches at least 6 inches [150 mm] away from the 3M Model 955 surface to prevent magnetic damage.

Security Strip Storage Conditions

Store security strips at 50° – 90° F [10° – 32° C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

4.9   3M t Bookcheck Model 966 (Not For Use With Recorded Magnetic Media)

Description/Characteristics

The 3M t Bookcheck Model 966 is designed to desensitize and resensitize 3M t Tattle-Tape t Security Strips. This includes strips applied in or on books, magazines, periodicals, and compact discs.

The Model 966 is **not** intended to be used with recorded magnetic media such as audio cassettes, video cassettes or computer software.

The Model 966 also has a verifier switch and light. When the verifier switch is in the ON position, the verifier light identifies materials which are protected with active 3M Tattle-Tape security strips.

Security strips and labels on protected items must be properly desensitized so the items can be carried through the detection system without causing an alarm.

When items are returned, the security strips can be resensitized. Improperly resensitized items will not alarm when passed through the detection system.
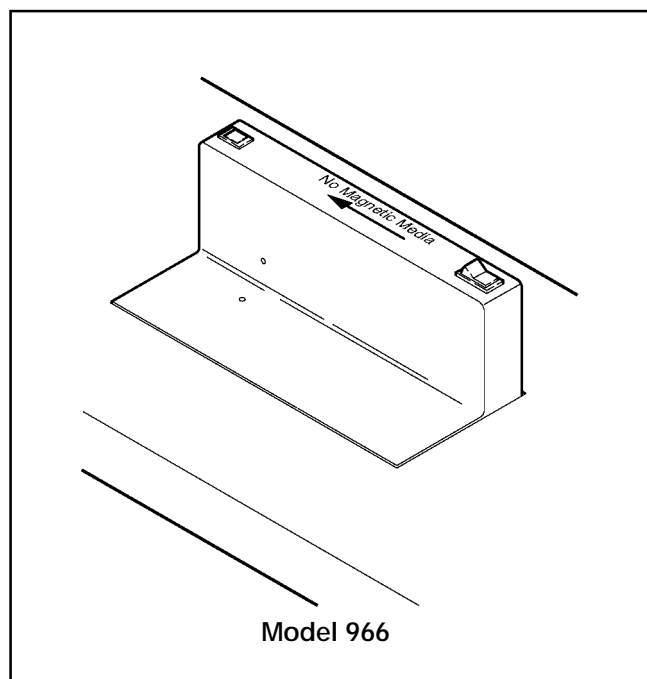
Model 966

Installation

The Model 966 is designed to be installed in the circulation counter. It is also designed to be reversible, allowing you to process materials in a right-to-left **or** left-to-right motion. However, once installed in the counter, materials can be processed in one direction only. The library staff should indicate their preference of direction to the 3M service representative during the installation.

The library is responsible for cutting the mounting hole for the Model 966 in the circulation counter top and for mounting the Model 966 to the counter. Instructions for completing this portion of the installation are included with the Model 966.

Once the Model 966 is mounted in the counter, the 3M service representative will complete the electrical installation of the Model 966.

Do not plug the unit into a power outlet until the 3M service representative has completed the wiring.

⚠ **Warning**

High Voltage.
Not Operator
Serviceable.

Operator Warning

Risk of electrical shock.
Do not remove covers or panels.
This equipment contains high voltage
electrical circuits. Not operator serviceable.
Refer all servicing to 3M factory trained
service personnel.
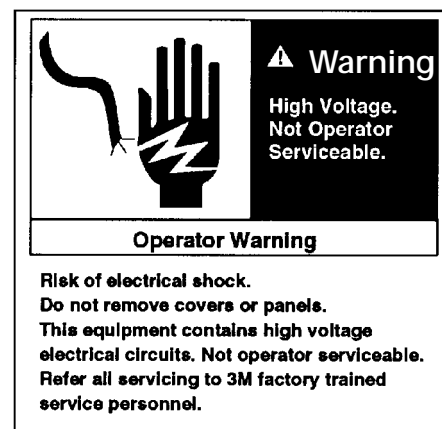
966–02RD

Operating Instructions

Desensitizing Security Strips

Select the Desensitize mode.

Place the spine of a protected book or a compact disc on the flat surface of the Model 966.

Slide the item to be desensitized in the direction of the arrow while gently touching the item against the vertical portion of the unit.

As the item passes the optical trigger, an audible signal (thump) will indicate that the 3M t Tattle-Tape t Security Strip has been desensitized.

The orange verifier light will also turn off, confirming that the security strip has been properly desensitized.

To ensure that items are properly desensitized, do not place more than one item at a time on the Model 966.

Resensitizing Security Strips

Select the Sensitize mode.

Place the spine of a protected book or a compact disc on the flat surface of the Model 966.

Slide the item to be sensitized in the direction of the arrow while gently touching the item against the vertical portion of the unit.

As the item passes the optical trigger, an audible signal (thump) will indicate that the 3M Tattle-Tape security strip has been sensitized.

To confirm that the security strip has been properly sensitized, move the item to the center of the unit and the orange verifier light should turn on. If the verifier light does not turn on, then the item is not protected with a 3M Tattle-Tape security strip.

To ensure that items are properly sensitized, do not place more than one item at a time on the Model 966.
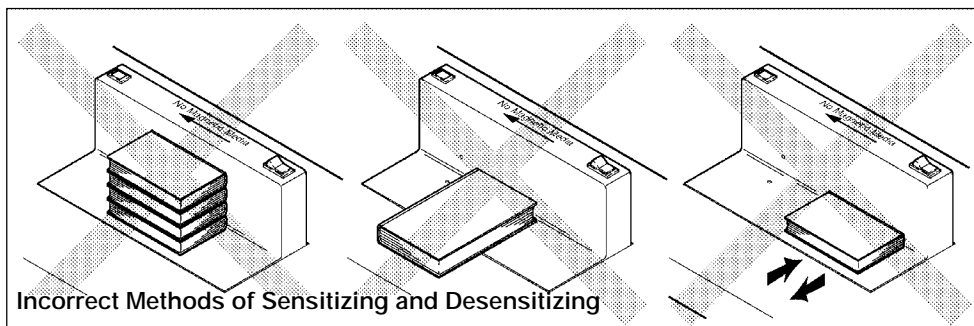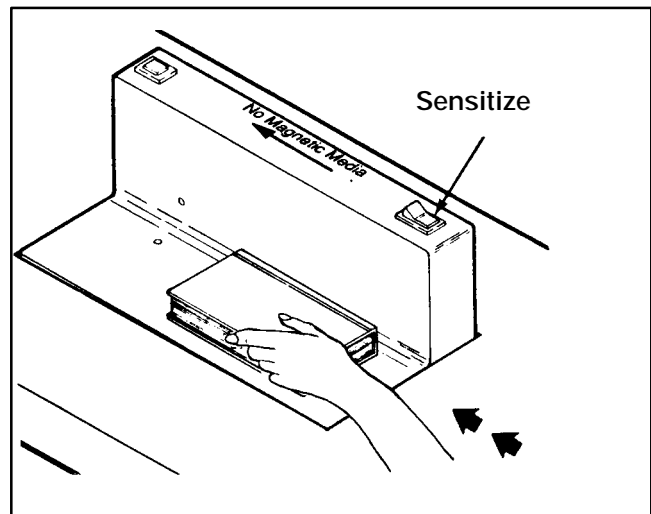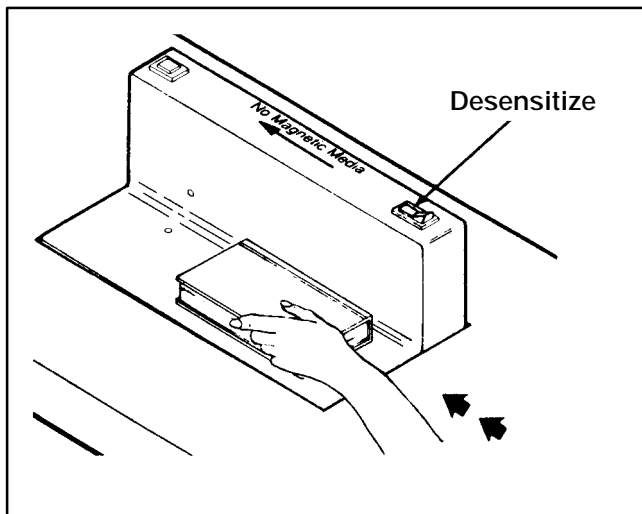
Desensitize

Sensitize

Incorrect Methods of Sensitizing and Desensitizing

**Verifying that materials are protected with 3M t Tattle-Tape t Security Strips**

When the VERIFIER switch is in the ON position, the verifier light will identify which items in your collection are protected with 3M t Tattle-Tape t security strips.

To verify that an item is protected, resensitize the item as described earlier.

Make sure the Sensitize/Desensitize switch is in the SENSITIZE position.

Place the item in the center of the Model 966 with the item gently touching the vertical portion of the unit.

If the item is protected, the verifier will light. If the verifier does not light, then you will want to install a 3M Tattle-Tape security strip to protect the item.
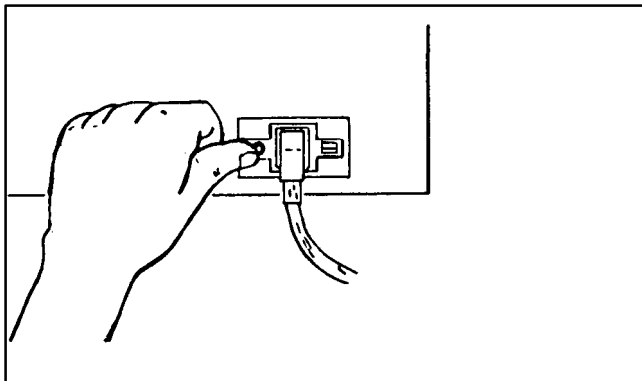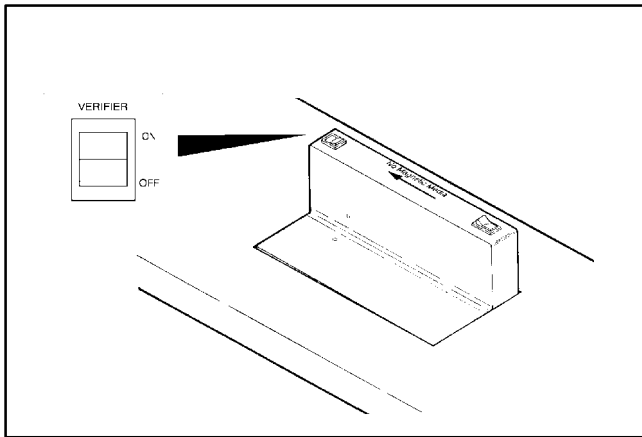
Troubleshooting

No desensitizing or resensitizing

Symptom: The Model 966 will not desensitize or resensitize any strip.

           The Model 966 fails to operate or "thump".

Problem: The Model 966 is not connected to a working power outlet.

Solution: Plug the Model 966 into a working power outlet.

Problem: The optical sensor area may have accumulated dust.

Solution: Clean this area by blowing or brushing dust from the optical sensors.

⚠ **Caution**

To reduce the risk of electrical shock, do not use liquids to clean the optical sensor.
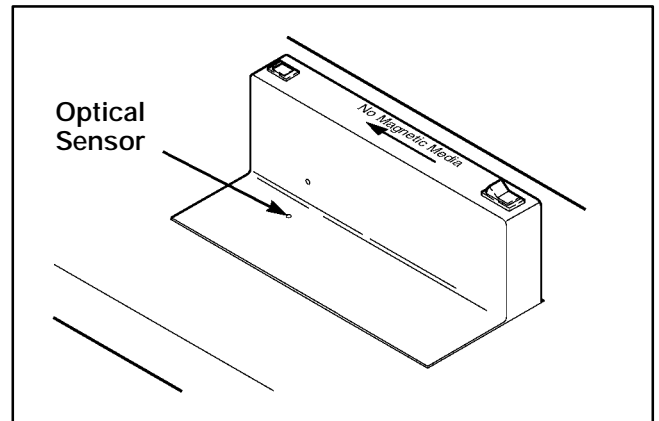
Resetting the circuit breaker

The Model 966 will not operate if the circuit breaker is open.

S   Reset the circuit breaker on the back of the Model 966 one time.

S   If the Model 966 does not operate correctly after resetting the circuit breaker one time, call 3M service at 1-800-328-0067.

Security Strips Used with the 3M t Bookcheck Model 966

3M t Tattle-Tape t Security Strips

B1

B2

DCD-2

Security Strip Application

Security strips should always be applied to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Cleaning

Remove dirt and greasy buildup using towels or soft cloths which have been dampened with a grease cutting cleaner. Rub on the surface until clean and wipe dry.

Typical Items Used with the 3M Model 966 In-Counter Bookcheck

Books

Magazines

Periodicals

Compact discs

Exceptions

Keep credit cards, recorded magnetic media (audio cassettes, video cassettes, computer software), stem-wind and self-wind wrist watches at least 6 inches [150 mm] away from the 3M Model 966 surface to prevent magnetic damage.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

4.10   3Mt On-Counter Desensitizer Model 763 (For Use With Recorded Magnetic Media)

Description/Characteristics

The 3Mt On-Counter Desensitizer Model 763 is designed to desensitize 3Mt Tattle-Tapet Security Strips. This includes security strips which have been surface-applied to audio and video cassettes, and prepackaged computer software.

This device is **not** intended to desensitize security strips which have been applied directly to computer software, as the disks may be damaged.

Security strips on protected items must be properly desensitized so the items can be carried through the detection system without causing an alarm.
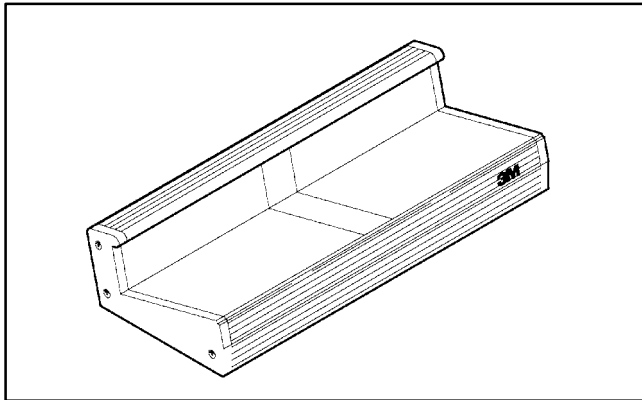
Installation

The 3M Model 763 is a moveable, non-electric, on-counter device which requires no installation. However, the 3M Model 763 should be used and stored away from areas which are readily accessible to customers.

Operating Instructions

To desensitize security strips:

Draw the marked item across the surface of the Model 763. Make sure the strips are against the back or horizontal surface of the unit. Place video tapes against the back of the unit as shown in the following example.
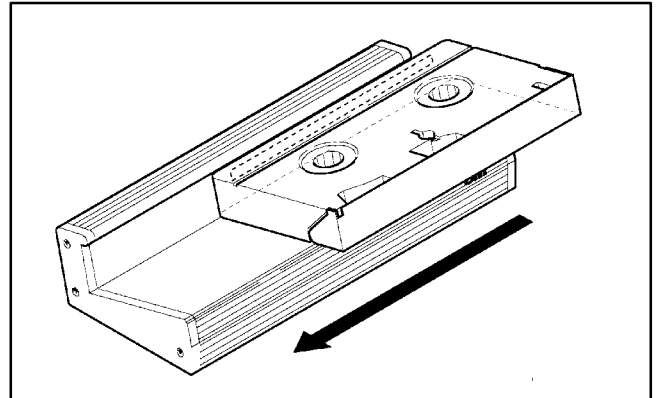
Place audio tapes on the horizontal surface of the unit as shown in the following example.
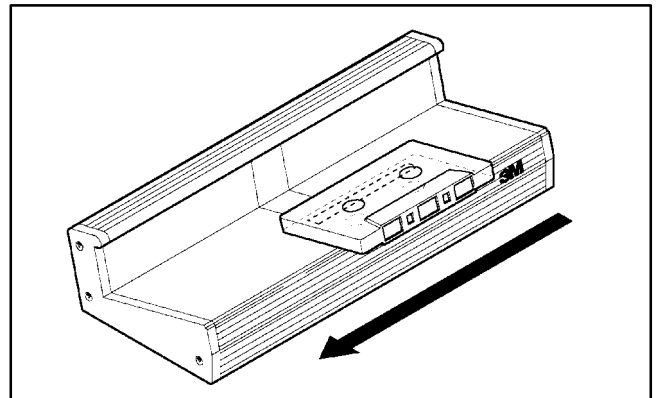
Only one pass is necessary to fully desensitize a security strip.

To avoid damage to credit cards or computer software, do not permit credit cards or computer disks to make direct contact with the 3M Model 763.

Security Strips Used with the 3Mt Desensitizer Model 763

3Mt Tattle-Tapet Security Strips

    102

    DAC-1

    DVM-1

    DSA-1

Security Strip Application

Security strips should be applied only to surfaces which are flat, clean, dry, and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

The 3M Model 763 should be used and stored away from areas which are readily accessible to customers.

Typical Items Used with the 3M Desensitizer Model 763

Records

Audio cassettes

Video cassettes

Boxed computer software

Compact discs

Exceptions

To avoid damage to credit cards or computer software, do not permit credit cards or computer disks to make direct contact with the 3M Model 763.

Computer software disks should be enclosed in a box or case to keep disks at least 1/4l (6 mm) from the 3M Model 763 surface.

Security Strip Storage Conditions

Store security strips at 50_ – 90_F (10_ – 32_C) and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

4.11   3M† On-Counter Resensitizer Model 764 (Not For Use With Recorded Magnetic Media)

Description/Characteristics

The Model 764 is a stand-alone on-counter resensitizer. It is used to resensitize 3M† Tattle-Tape† Security Strips that have been applied to books, magazines, and other print media or to compact disks. Properly resensitized strips will set off an alarm when carried through a 3M† Detection System. The Model 764 is powered from an AC power outlet.

Specifications

Physical:

Depth:	5.5 in. [140 mm]
Width:	12.25 in. [311 mm]
Height:	4.38 in. [111 mm]
Weight:	14.3 lbs. [6,5 kg]
Shipping Weight:	17.0 lbs. [7,7 kg]

AC Power: 120 VAC 60 Hz (T5L250V fuse), 5A
            220 VAC 50 Hz (Fuse 2.5A)
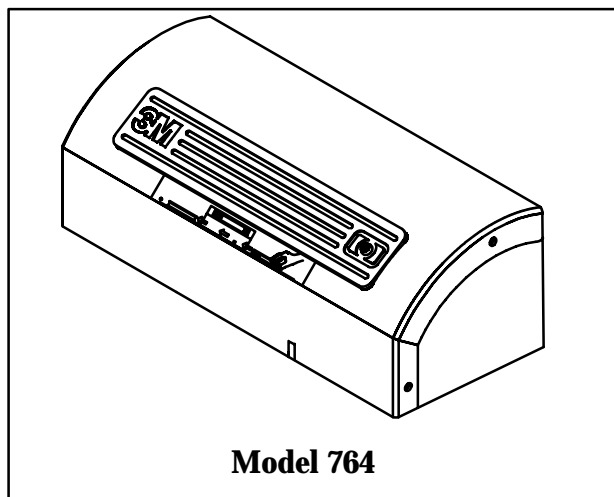
Model 764

Installation

The Model 764 is a stand-alone on-counter device. It can be set on any *non-metallic* table or cart top. The Model 764 may produce audible noise and/or vibration if placed within 0.8 inches [20 mm] of metal objects or surfaces. A mounting base option is available that eliminates this situation.

For proper operation, the printed material must be moved across the front of the Model 764, so there must be adequate space on either side of the device for sliding the printed material. Connect the device to an AC power outlet. For an AC voltage range of 100 – 120 VAC, use a 120 VAC 60 Hz unit, and for an AC voltage range of 200 – 240 VAC, use a 220 VAC 50 Hz unit.

System placement relative to interfering objects:

Magnetic Material: Keep all MAGNETICALLY RECORDED MATERIALS, audio and video cassettes, and computer disks at least 6 inches [150 mm] from the M764 Resensitizer.

Computers (CRT)   Keep all computers (CRTs) at least 36 inches [914 mm] from the M764 Resensitizer.

Bright Lights: Keep the Model 764 out of direct sunlight or other bright light. A change in the amount of light detected by the unit may cause false triggering.

Operating Instructions

> To avoid damage to credit cards or computer software: Do not attempt to resensitize security strips which have been applied directly to computer software.
>
> Do not permit credit cards or computer software disks to make direct contact with the 3M Model 764.

Resensitizing Books or Other Print Media

Slide the marked item from right to left along the front of the Model 764 as shown below. The spine of the marked item must be in contact with the front surface.
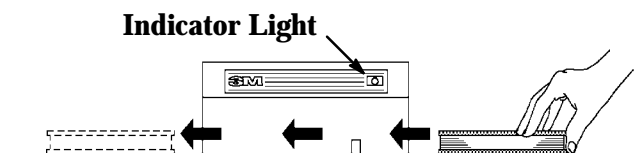
Indicator Light

1. Start the pass with the marked item completely to the right of the Model 764.

2. Check that the indicator light turns on as the item is slid to the left.

3. Continue sliding the item to the left until it has passed across the *entire* front surface of the unit. To ensure that processing is completed, the indicator light must turn off at the end of the pass.

Note
Multiple passes are not required to resensitize an item unless the indicator light did not turn on, then off.

Wrong Direction

Center Start

Spine of Material not against Model 764
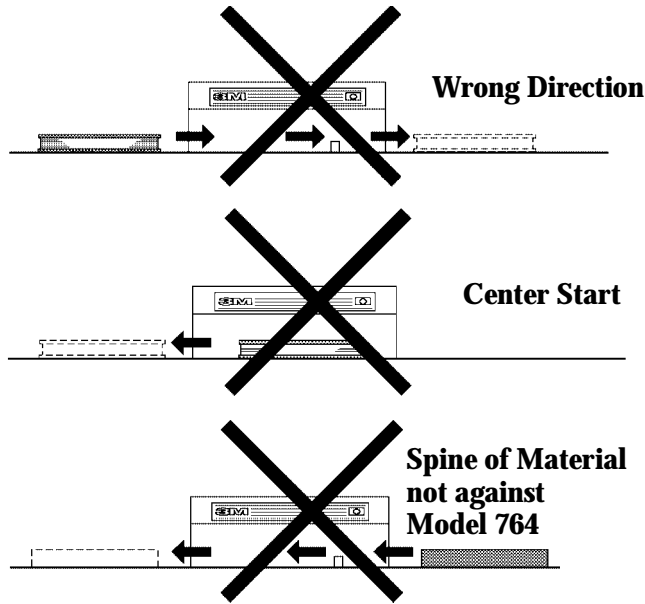
4. The Model 764 has been designed for a comfortable processing speed. The photocell must be unblocked for a short time (approximately 1.5 seconds) between books.

5. The speed with which material is processed can be increased by stacking printed materials up to the height of the vertical front surface of the unit. This is especially helpful for thin materials such as periodicals.

Indicator Light

Resensitizing Area (Do not stack materials higher.)

Photocell

Resensitizing Compact Disks (CDs)

The procedure for resensitizing CDs is the same as for books, except: the CD must be positioned upright as shown below and **two** passes must be made.

1. Pass the CD across the front surface of the Model 764 once.

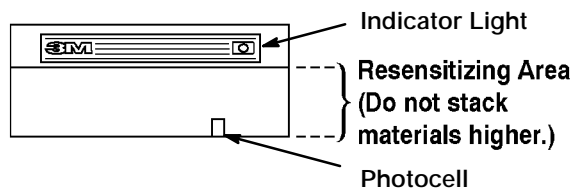2. Rotate the CD clockwise or counterclockwise 180 degrees so the bottom is now on top.

3. Pass the CD across the Model 764 a second time.

EAS-235A
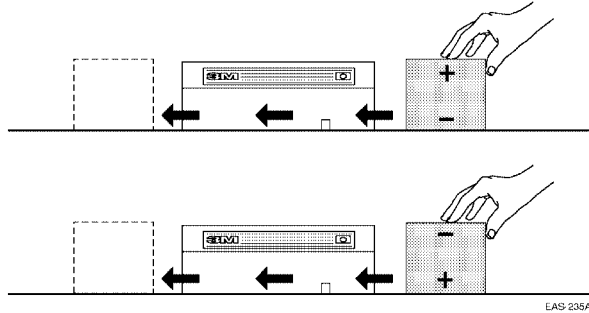
Troubleshooting

⚠ **WARNING**

High Voltage.
Risk of electrical shock present.
Not operator serviceable.
Refer all servicing to 3M factory trained service personnel.

EAS-240A

If the indicator light will not turn on during a proper pass, check the power connection for the Model 764. If the power connection is good, disconnect the power cord from the unit, pull out the fuse holder and check the fuse. A spare fuse is provided with each new Model 764. This unit is not otherwise operator serviceable.

⚠ Caution
This unit is not designed to work with Magnetic Media. To prevent possible damage or loss of information, keep all such items at least 6 inches away from the Resensitizer.
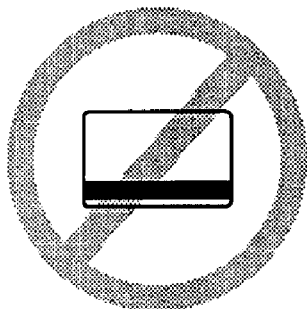
Credit Cards   Computer Diskettes   Audio Cassettes   Video Cassettes
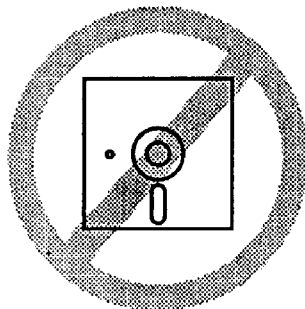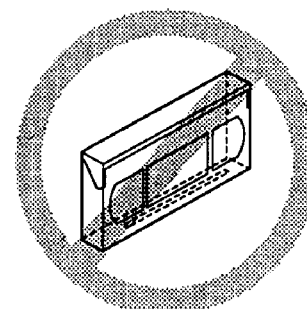
966-03R

Service

In the U.S., the Model 764 is not serviced at the customer site. If a unit fails, it is replaced. When the replacement unit is received, the user packages the failed unit in the shipping carton and returns it to 3M. For assistance or more information on this program, please call the 3M National Service Center, 1 (800) 328-0067.

International users should call the 3M subsidiary in their area for information on local service.

Security Strips Used with the 3M t On-Counter Resensitizer Model 764

3M t Tattle-Tape t Security Strips

    B1

    B2

    DCD-2

Security Strip Application

Security strips should always be applied to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Cleaning

Remove dirt and greasy buildup using towels or soft cloths which have been dampened with a grease cutting cleaner. Rub on the surface until clean and wipe dry.

Typical Items Used with the 3M On-Counter Resensitizer Model 764

Books

Magazines

Periodicals

Compact discs

Exceptions

> Keep credit cards, recorded magnetic media (audio cassettes, video cassettes, computer software), stem-wind and self-wind wrist watches at least 6 inches [150 mm] away from the 3M Model 764 surface to prevent magnetic damage.

Security Strip Storage Conditions

Store security strips at 50° – 90°F [10° – 32°C] and at 20 – 70% relative humidity.

Store security strips in a clean area and out of direct sunlight. Rotate stock.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

4.12   3M⊤ Model 494 Locking Exit or Entrance Gate

Description/Characteristics

The 3M Model 494 is designed to restrain patrons during an alarm. Gates are shipped from the factory to open with a clockwise rotation but may be modified to open with a counterclockwise rotation.

The locking mechanism is controlled by an alarm signal and power from the detection system.

When a strip is detected in the detection system and an alarm is created, the exit gate will lock in the closed position blocking patron travel through the exit corridor. The gate remains locked for the alarm period. If the gate is locked during an emergency, the gate arm can be forced open with a force of 15 – 25 lbs. [6,8 – 11,3 kg].

Gates are not available on the Detection System Model 3500.

Installation

Locking exit gates may be installed on either side of the detection system. For single corridor systems, the gate box may be located at the end of either panel. For dual corridor systems, two gates are required and the gate boxes must be located at the ends of the two outside panels.

The locking exit gate is designed to be installed by 3M factory trained service personnel.

Locking Exit Gate
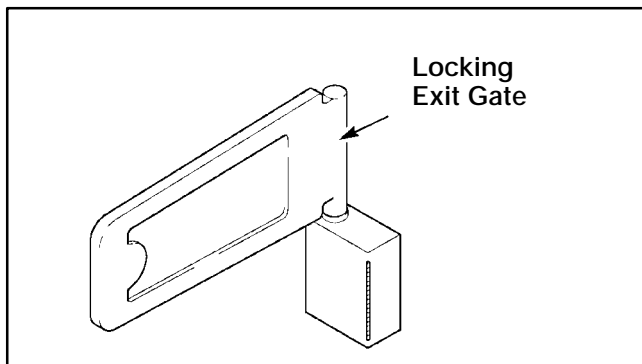
Troubleshooting

Problem: Gate will not lock or remains locked. Gate closes too quickly (less than 4 seconds) or too slowly (more than 7 seconds).

Solution: Place service call.

Problem: Gate arm does not return to the correct closed position (perpendicular to the gate base).

Solution:

1. If the gate arm does not return far enough, as shown below, apply sufficient pressure in the direction shown to return the gate to the correct position.

Force Gate Arm to Correct Position
Gate Arm Stops Here
Correct Position
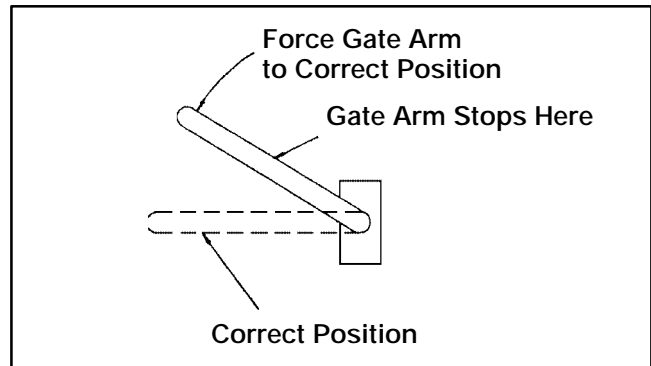
2. If the gate arm returns too far, as shown below, open the gate until it reaches the stop. Apply sufficient pressure (15 – 25 lbs. [6,8 – 11,3 kg] of force) to move the gate arm an additional amount. Release the gate arm and check its position. Repeat the procedure as necessary.

Correct Position
Force Gate Arm to Correct Position
Gate Arm Stops Here
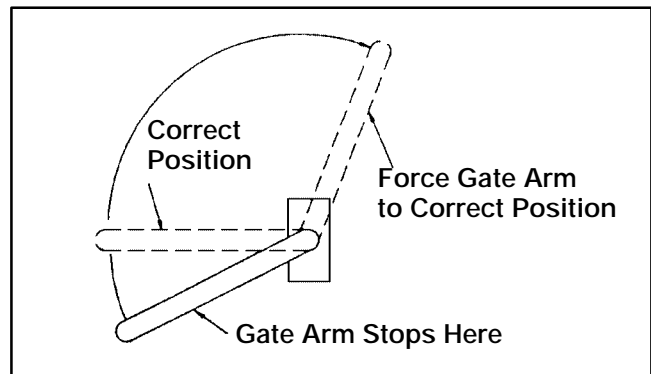
4.13   3M t SelfCheck t System Model 5210

Description/Characteristics

The system emulates the same procedures to process materials that librarians use. When a patron places a library card in the system, a scanner is activated that reads the bar code and then accesses the library circulation system. If he or she is an approved patron, screen graphics appear that guide the patron through the check-out process. The system verifies that the item can be circulated, checks the item out, desensitizes the 3M t Tattle-Tape t Security Strip and prints out a date due slip — all in a matter of seconds.

If patrons are not approved borrowers or there is some other problem or information to convey — such as fines owed or materials on hold for them — the screen simply spells out the appropriate message or asks them to go to the front desk.

The 3M selfcheck system is compatible with many automated circulation systems.

The system also features menus which allow you to make changes in a few minutes. You can choose from a variety of different instructional messages and even add Personal Identification Numbers (PINs) to further improve security.

Features and Benefits

S   Automates library checkout, freeing staff time for other important tasks

S   Built-in 3M Tattle-Tape security strip detection ensures that library security is not compromised

S   Full-color graphics and user-friendly prompts are easy to follow

S   Multiple Book Detection prevents more than one item from being checked out on the same bar code

S   Built-in photocells keep patrons from substituting materials

S   Advanced technology raster laser scanner reads the entire bar code area, enabling it to read even worn codes

S   Only desensitizes books when approved by the host circulation system

S   Automatically prints out date due slips, giving patrons a handy record of transaction; can be programmed to print out slips singly or at end of transaction

S   Simple to install wherever floor traffic demands

S   Can be programmed with a wide variety of messages and instructions to fit most library situations

S   PIN numbers can be added for security against misuse of lost or stolen library cards

S   Overall design and neutral beige color blends well into any library decor

Operating Instructions

The system operates much like automatic teller machines. For details, refer to the Operating Guide for the Model 5210.

The following diagram illustrates the components that the patron uses in the 3M selfcheck system.
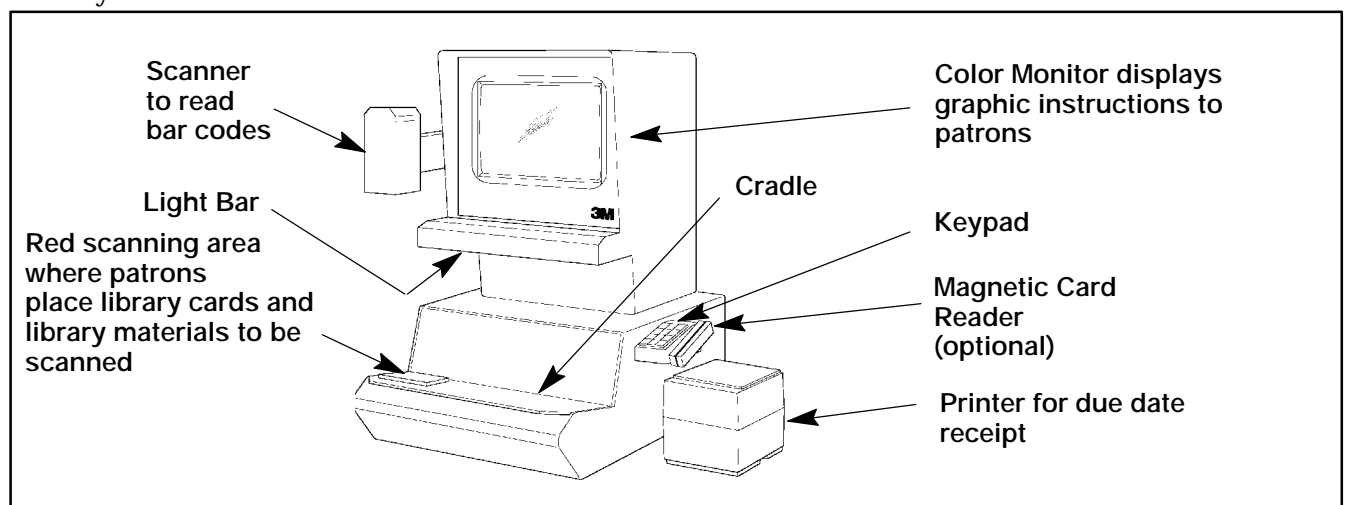
4.14   3M t SelfCheck t System Model 5220

Description/Characteristics

The SelfCheck system emulates the procedures used by librarians to process library materials. When a patron places a library card in the system, a scanner is activated that reads the bar code and then accesses the library circulation system. If he or she is an approved library patron, screen graphics appear that guide the patron through the check-out process. The system verifies that the item can be circulated, checks the item out, desensitizes the 3M t Tattle-Tape t Security Strip and prints out a date due slip — all in a matter of seconds.

If patrons are not approved borrowers or there is some other problem or information to convey — such as fines owed or materials are on hold for them — the screen simply spells out the appropriate message or asks them to go to the front desk.

The 3M selfcheck system is compatible with many automated circulation systems.

The system also features menus which allow librarians to make changes in a few minutes. They can choose from a variety of different instructional messages and even add Personal Identification Numbers (PINs) to further improve security.

Features and Benefits

S   Automates library checkout, freeing staff time for other important tasks

S   Built-in 3M Tattle-Tape security strip detection ensures that library security is not compromised

S   Full-color graphics and user-friendly prompts are easy to follow

S   Multiple Book Detection prevents more than one item from being checked out on the same bar code

S   Built-in photocells keep patrons from substituting materials

S   Advanced technology raster laser scanner reads the entire bar code area, enabling it to read even worn codes

S   Only desensitizes books when approved by the host circulation system

S   Automatically prints out date due slips, giving patrons a handy record of transaction; can be programmed to print out slips singly or at end of a transaction

S   Simple to install wherever floor traffic demands

S   Can be programmed with a wide variety of messages and instructions to fit most library situations

S   PIN numbers can be added for security against misuse of lost or stolen library cards

S   Overall design and neutral beige color blends well into any library decor

Operating Instructions

The system operates much like automatic teller machines. For details, refer to the Operating Guide for the Model 5210/5220.

The following diagram illustrates the components that the patron uses in the 3M selfcheck system.

Scanner to read bar codes

Color Monitor displays graphic instructions to patrons

Keypad

Scanning area where patrons place library cards and library materials to be checked out.

Cradle

Printer for due date receipt

4.15   3M† SelfCheck† System Model 6210

Description/Characteristics

The SelfCheck system Model 6210 emulates the procedures used by librarians to process library materials. When a patron places a library card in the system, a scanner is activated that reads the bar code and then accesses the library circulation system. If he or she is an approved library patron, screen graphics appear that guide the patron through the check-out process. The system verifies that the item can be circulated, checks the item out, desensitizes the 3M† Tattle-Tape† Security Strip and prints out a date due slip — all in a matter of seconds.

If patrons are not approved borrowers or there is some other problem or information to convey — such as fines owed or materials are on hold for them — the screen simply spells out the appropriate message or asks them to go to the front desk.

The 3M selfcheck system is compatible with many automated circulation systems.

The system also features menus which allow librarians to make changes in a few minutes. They can choose from a variety of different instructional messages and even add Personal Identification Numbers (PINs) to further improve security.
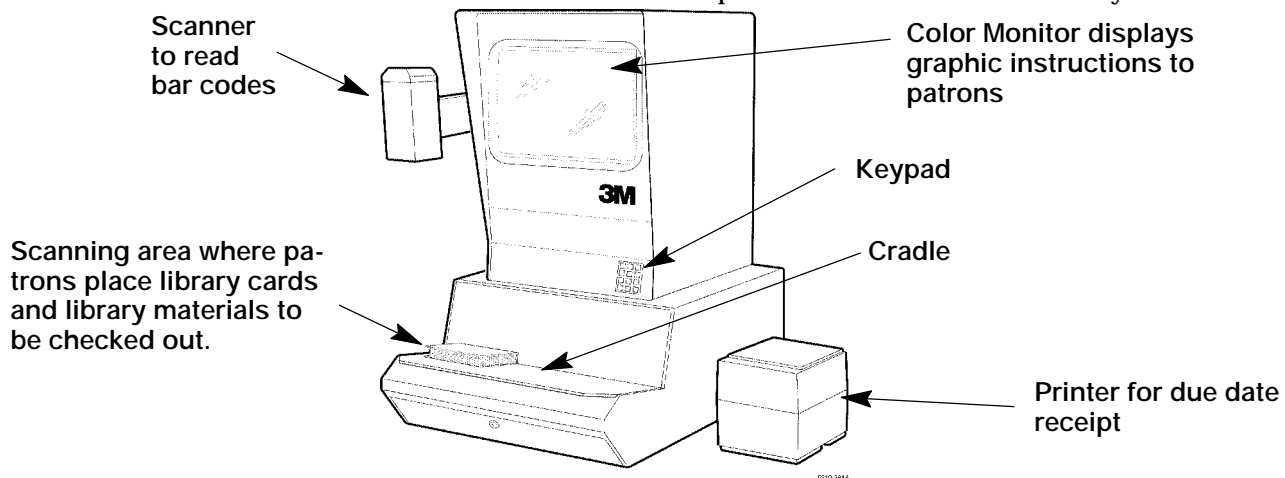
Features and Benefits

S   Automates library checkout, freeing staff time for other important tasks

S   User-friendly prompts and graphics are easy to follow

S   Multiple Book Detection prevents more than one item from being checked out on the same bar code

S   Built-in photocells keep patrons from substituting materials

S   Advanced technology laser scanner reads the entire bar code area, enabling it to read even worn codes

S   Only desensitizes books when approved by the host circulation system

S   Automatically prints out date due slips, giving patrons a handy record of transaction; can be programmed to print out slips singly or at end of a transaction

S   Simple to install wherever floor traffic demands

S   Can be programmed with a wide variety of messages and instructions to fit most library situations

S   PIN numbers can be added for security against misuse of lost or stolen library cards

S   Overall design and light gray color blends well into any library decor

Operating Instructions

The system operates much like automatic teller machines. For details, refer to the on-line Operating Guide for the Model 6210.

The following diagram illustrates the components that the patron uses in the 3M selfcheck system.
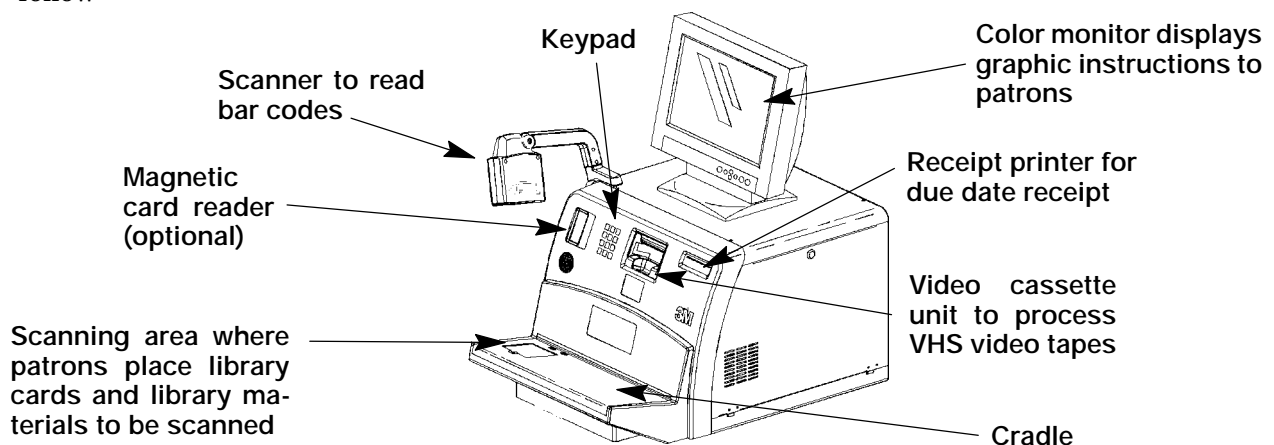
6210-06R

4.16   3Mt SelfCheckt System Model 4210

Description/Characteristics

The SelfCheck system Model 4210 emulates the procedures used by librarians to process library materials. When a patron places a library card in the system, a scanner is activated that reads the bar code and then accesses the library circulation system. If he or she is an approved library patron, screen graphics appear that guide the patron through the check-out process. The system verifies that the item can be circulated, checks the item out, desensitizes the 3Mt Tattle-Tapet Security Strip and prints out a date due slip - all in a matter of seconds.

If patrons are not approved borrowers or there is some other problem or information to convey — such as fines owed or materials are on hold for them — the screen simply spells out the appropriate message or asks them to go to the front desk.

The 3M selfcheck system is compatible with many automated circulation systems.

The system also features menus which allow librarians to make changes in a few minutes. They can choose from a variety of different instructional messages and even add Personal Identification Numbers (PINs) to further improve security.

Features and Benefits
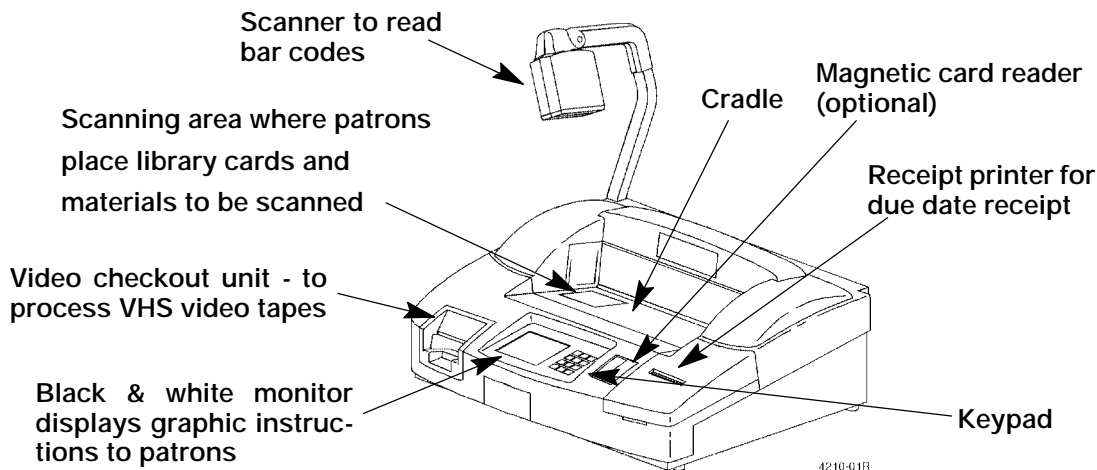
S   Automates library checkout, freeing staff time for other important tasks

S   User-friendly prompts and graphics are easy to follow

S   Multiple Book Detection prevents more than one item from being checked out on the same bar code

S   Built-in photocells keep patrons from substituting materials

S   Advanced technology laser scanner reads the entire bar code area, enabling it to read even worn codes

S   Only desensitizes books when approved by the host circulation system

S   Automatically prints out date due slips, giving patrons a handy record of transaction; can be programmed to print out slips singly or at end of a transaction

S   Simple to install wherever floor traffic demands

S   Can be programmed with a wide variety of messages and instructions to fit most library situations

S   PIN numbers can be added for security against misuse of lost or stolen library cards

S   Overall design and light gray color blends well into any library decor

Operating Instructions

The system operates much like automatic teller machines. For details, refer to the on-line Operating Guide for the Model 4210.

The following diagram illustrates the components that the patron uses in the 3M selfcheck system.

Scanner to read bar codes

Scanning area where patrons place library cards and materials to be scanned

Video checkout unit - to process VHS video tapes

Black & white monitor displays graphic instructions to patrons

Cradle

Magnetic card reader (optional)

Receipt printer for due date receipt

Keypad

4210-01R

4.17   3M t Staff Workstation Model 995

Description/Characteristics

The 3M t Staff Workstation Model 995 emulates the same processes the library staff follows to check in or out library items. The Model 995 is connected to an existing library terminal and consolidates several processing tasks.

The desensitizing and resensitizing deck can be surface or flush mounted.

A scanner and a keyboard wedge are included with the Model 995 to scan item bar codes. This replaces scanning with a hand-held scanner, using a light pen, or entering the number on the keyboard.

For processing non-magnetic media, electronics in the Model 995 eliminate the need for separate resensitizing and desensitizing accessories.

With the flip of a switch, the operator can process recorded magnetic media such as audio cassettes, video cassettes, or computer software. Magnetic media may be processed by using the Model 995 to record the transaction in the library circulation system and an appropriate resensitizer or desensitizer to sensitize or desensitize the strip.

The staff workstation is designed to desensitize and resensitize the following 3M t Tattle-Tape t Security Strips:

B1
B2
DS-B1-N
DS-B2-N
DCD-2

Features and Benefits

S   Reduces item handling
S   Enhances library security
S   No additional software
S   Compatible with most existing workstations
S   Checks items in or out
S   Magnetic media safe
S   Security sensitizing or desensitizing
S   Security verification
S   Scanner disabling
S   In or on counter installation

Operating Instructions

This system operates similar to the common check in and check out processes. For details, refer to the Staff Workstation Model 995 Operator's Manual.

995-18A
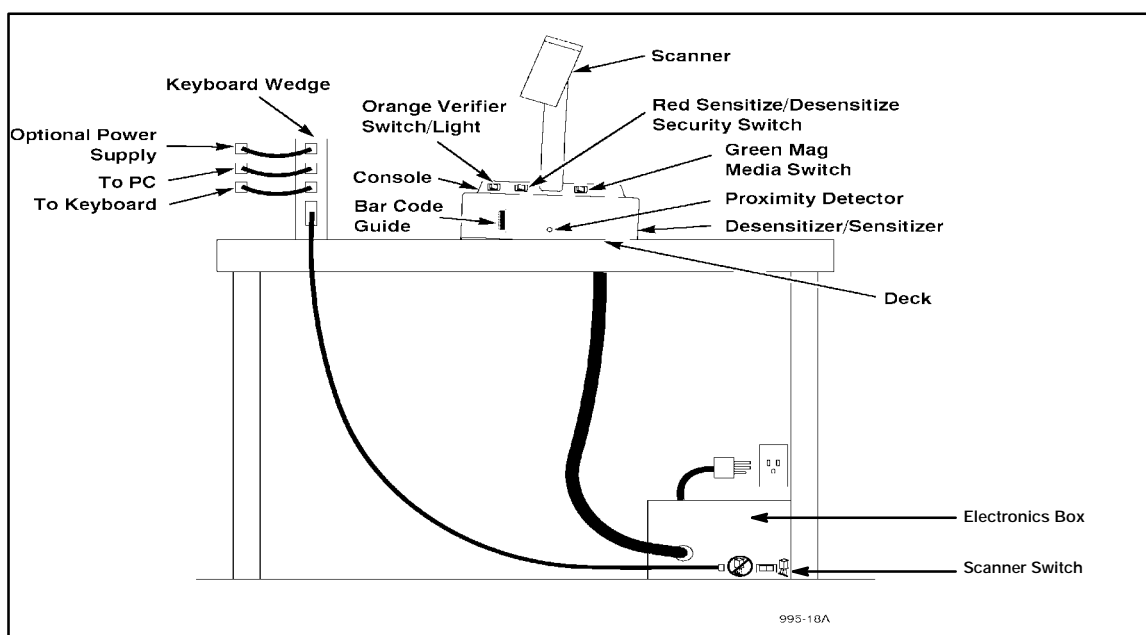
Blank Page

Section 5.
3M† Tattle-Tape† Security Strips
Used with the 3M† Detection System

Description/Characteristics

3M offers a complete line of 3M† Tattle-Tape†
Security Strips which will allow you to protect a
variety of items. Each of the security strips which can
be used with the 3M† Detection Systems is described
in this section. The strips provide maximum
protection and are most effective when 3M marking
procedures are followed.

Stripping Procedure

To determine the recommended 3M stripping
procedures for each strip type, please refer to the
page(s) which describe the specific strip you are
using.

Security Strips Used with the 3M Detection Systems

5.1   Print Media Protection —
    3M† Tattle-Tape† Security Strips: B1

Description/Characteristics

The 3M† B1 Security Strip is a security strip which may be secured inside the spine of a book.

Security strips on protected items must be properly desensitized so the items can be carried through the detection system without causing an alarm.

Security Strip Application

The 3M B1 security strips should be applied and stored away from areas which are readily accessible to patrons.

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Installation in Books

1. Remove the liner from the security strip.
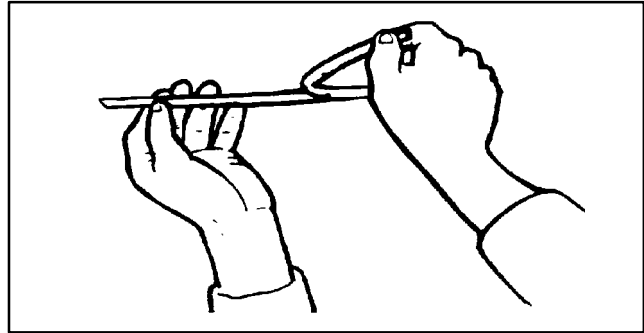
2. Place 1/4 inch [6 mm] of the B1 security strip on the tip of the bayonet.
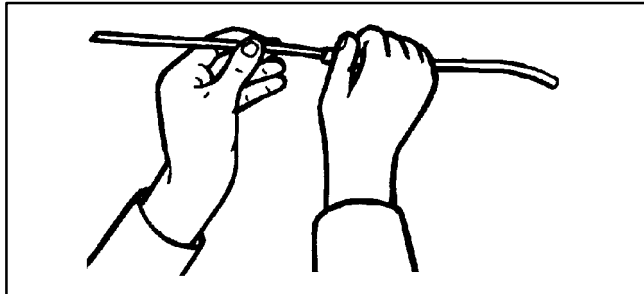
3. Open the book so the book cover separates from the binding.
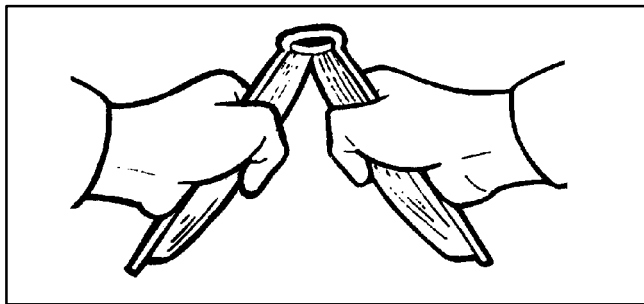
4. Start the bayonet into the book with the adhesive side of the security strip toward the book cover.

    Push the bayonet between the book cover and the binding.

    Pull the bayonet through the book, stopping when the security strip disappears.
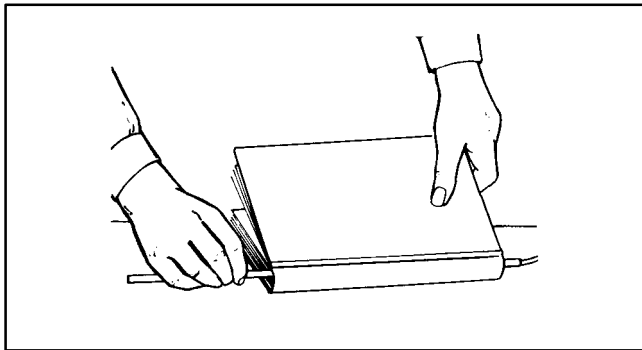
5. Close the book and press along the outside of the spine to secure the security strip.
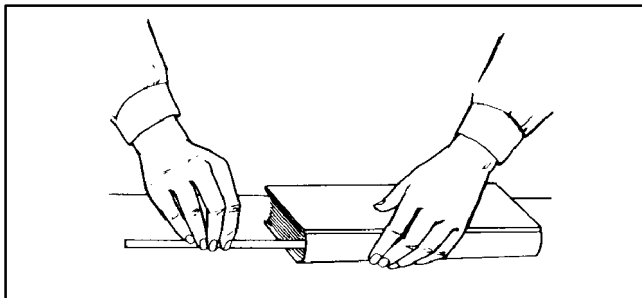
6. Pull the bayonet to release it from the security strip.
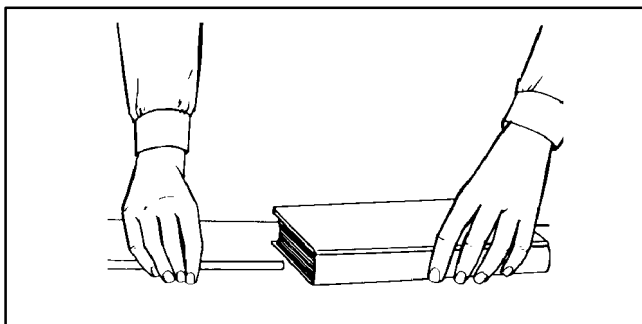
Desensitizers Used with 3M𝑡 Tattle-Tape𝑡 B1 Security Strips

3M𝑡 On-counter Model 930

3M𝑡 Bookchecks Models 435, 950 and 955

3M𝑡 Bookcheck Model 966

3M𝑡 In-counter Model 2004

Resensitizers Used with 3M Tattle-Tape B1 Security Strips

3M Bookchecks Models 435, 950 and 955

3M Bookcheck Model 966

3M𝑡 Handheld Resensitizer Model 951

3M𝑡 On-counter Resensitizer Model 764

Typical Items Marked with 3M Tattle-Tape B1 Security Strips

Hardcover books

Security Strip Storage Conditions

Store security strips at 50_ – 90_F [10_ – 32_C] and at 20 – 70% relative humidity.

Keep security strips in a clean area and out of direct sunlight. Rotate stock.

Store the security strips at least two feet [0,6 m] from all desensitizers or they may be partially or completely desensitized.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

5.2 Print Media Protection — 3M t Tattle-Tape t Security Strips: B2

Description/Characteristics

The 3M t B2 Security Strips are designed to be placed between the pages of books or magazines.

Security strips on protected items must be properly desensitized so the items can be carried through the detection system without causing an alarm.

Security Strip Application

The 3M B2 security strips should be applied and stored away from areas which are readily accessible to patrons.

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Installation in Books

1. Open the book to a page with a margin wide enough that the security strip will not cover the printing.

   Avoid pages where the book opens naturally.

   Do not open the book wide enough that it will open to this page again.
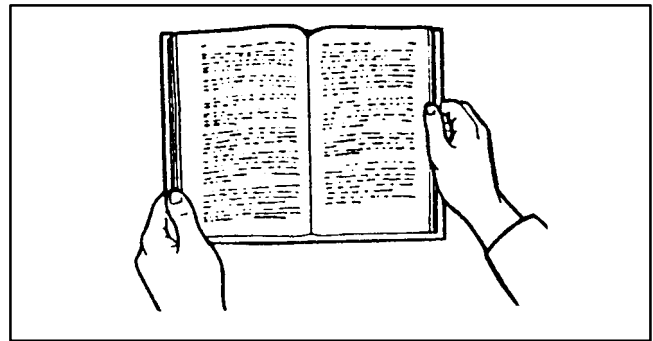
2. Remove the short liner from the security strip.

3. Grasp the long plastic liner and slide the security strip into the gutter, as deeply as possible.
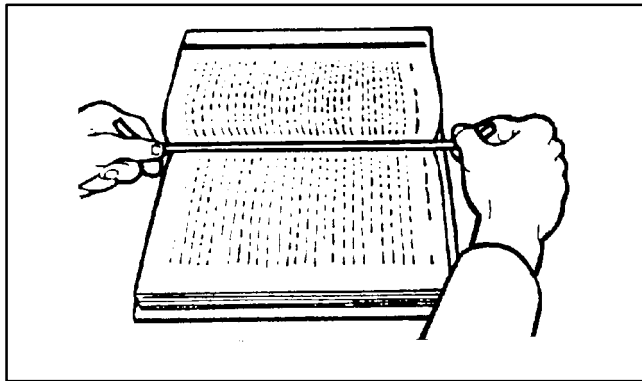
4. Fold over a few pages and press along length of strip to secure in place.
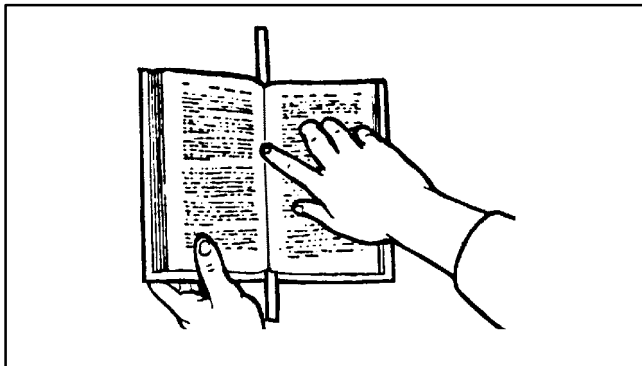
5. Open the book to the page with the strip. Pull the long liner from the strip. Turn the page and apply pressure to secure the second side of the security strip to the book.
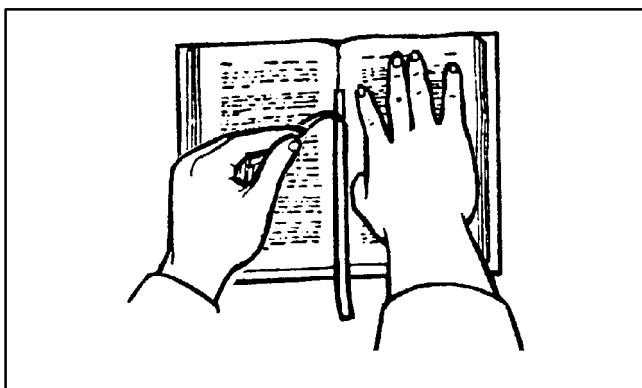
Desensitizers Used with 3M Tattle-Tape B2 Security Strips

3Mt On-counter Model 930

3Mt Bookchecks Model 435, 950 and 955

3Mt Bookcheck Model 966

3Mt In-counter Model 2004

Resensitizers Used with 3M Tattle-Tape B2 Security Strips

3M Bookchecks Models 435, 950 and 955

3M Bookcheck Model 966

3Mt Handheld Resensitizer Model 951

3Mt On-counter Resensitizer Model 764

Typical Items Marked with 3M Tattle-Tape B2 Security Strips

Paperback books

Hardcover books

Periodicals

Security Strip Storage Conditions

Store security strips at 50_ – 90_F
[10_ – 32_C] and at 20 – 70% relative humidity.

Keep security strips in a clean area and out of direct sunlight. Rotate stock.

Store the security strips at least two feet
[0,6 m] from all desensitizers or they may be partially or completely desensitized.

Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

5.3   Audio Cassette Protection — 3M t Tattle-Tape t Security Strips: DAC-1

Description/Characteristics

The 3M t Tattle-Tape t DAC-1 Audio Cassette Security Strip and cover label are designed to be applied directly on audio cassettes.

Once applied, discreet protection and full circulation of audio cassettes is provided for the life of the marked item.

Security strips on protected cassettes must be properly desensitized so the cassettes can be carried through the detection system without causing an alarm.

Security Strip Application

The 3M Tattle-Tape DAC-1 security strips should be applied and stored away from areas which are readily accessible to patrons.

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Marking Audio Cassettes
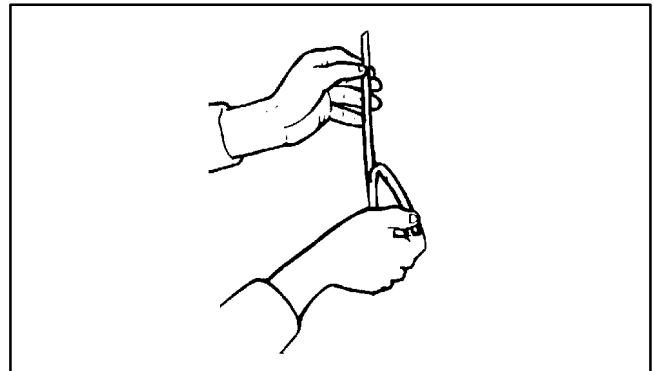
1. Remove the liner from the security strips.
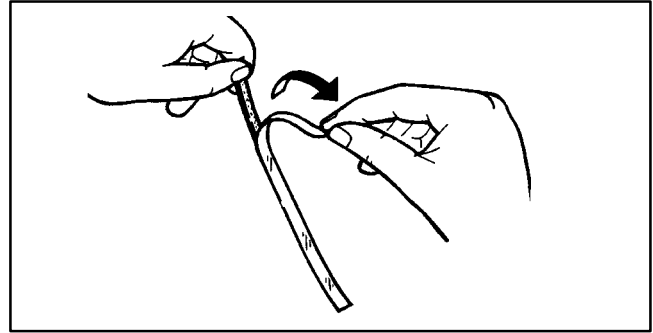
2. Apply the security strip across the top of the label area on the audio cassette.
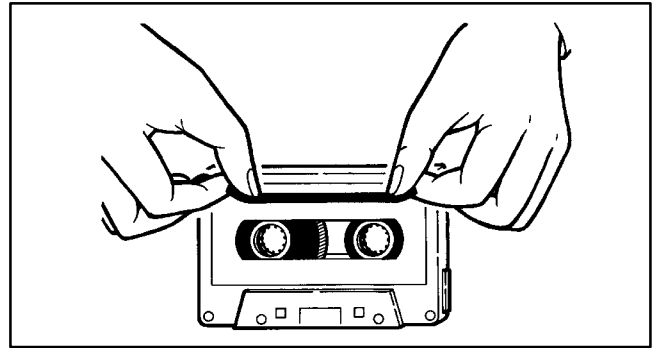
3. Press along the length of the security strip to secure it to the cassette.
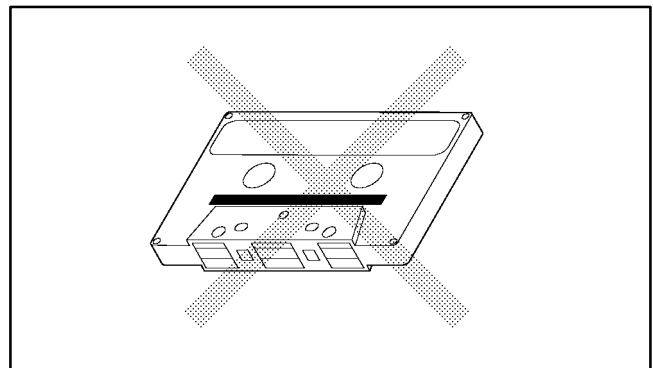
4. Do not place the strip at the bottom of the audio cassette.

5. Apply the cover label over the security strip.
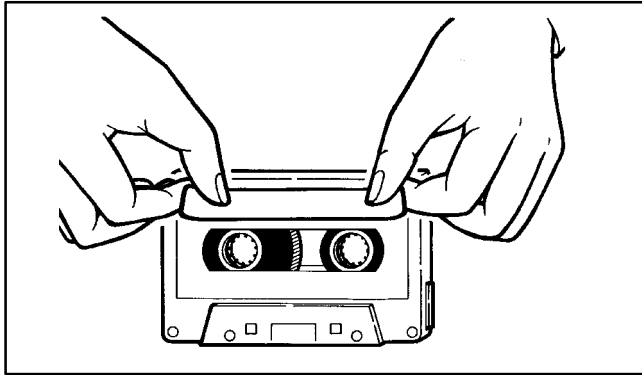
6. Press along the length of the cover label to secure it to the cassette.

Desensitizers Used with 3Mt **Tattle-Tape**t **DAC-1 Security Strips**

3Mt On-counter, magnetic media Model 2001

3Mt Handheld, magnetic media Model 766

3Mt On-counter, magnetic media Model 763

Resensitizers Used with 3M Tattle-Tape DAC-1 Security Strips

3M On-counter, magnetic media Model 2011

Typical Items Marked with 3M Tattle-Tape DAC-1 Security Strips

Audio cassettes

Security Strip Storage Conditions

Store security strips at 50_ – 90_F [10_ – 32_C] and at 20 – 70% relative humidity.

Keep security strips in a clean area and out of direct sunlight. Rotate stock. Use security strips within 2 years of purchase to assure maximum adhesion of strip and cover label.

Store the DAC-1 security strips at least two feet [0,6 m] from all desensitizers or they may be partially or completely desensitized, resulting in poor detection. If this should happen, the strips may be fully resensitized prior to use.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

5.4 Compact Disc Protection — 3M t Tattle-Tape t Security Overlay: DCD-2

Description/Characteristics

The 3M t Tattle-Tape t DCD-2 Compact Disc Security Overlay is designed to be applied directly on CDs and CD-ROMs. The security strip and overlay are combined to simplify installation.

Once applied, protection and full circulation of CDs and CD-ROMs is provided for life of the marked item.

Security strips on protected compact discs must be properly desensitized so the compact discs can be carried through the detection system without causing an alarm.

Security Strip Application

The 3M Tattle-Tape DCD-2 overlay should be applied and stored away from areas which are readily accessible to patrons.

DCD-2 overlays should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the overlay.

Marking Compact Discs

1. Place the security strip/overlay on the label side of the compact disc.

EAS-16H
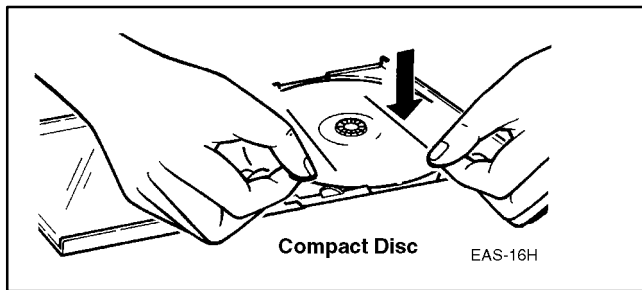
2. Center the security overlay on the compact disc and hold it firmly in position.

EAS-24H
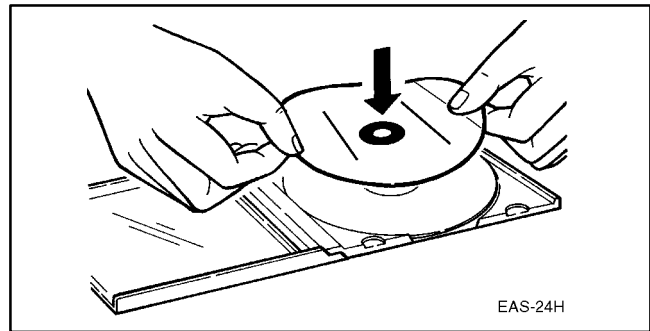
3. Lift the smaller portion of the overlay and bend it back while removing the liner, rolling the adhesive surface of the overlay onto the CD surface.

EAS-26H
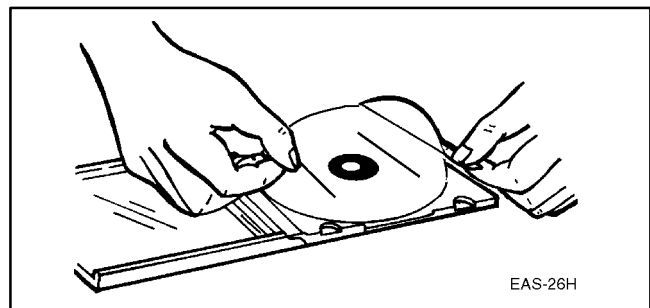
4. Remove the liner from the large portion of the overlay — as in step 3 — securing it to the CD surface.

5. Rub the entire surface of the overlay to securely bond it to the CD.

EAS-25H
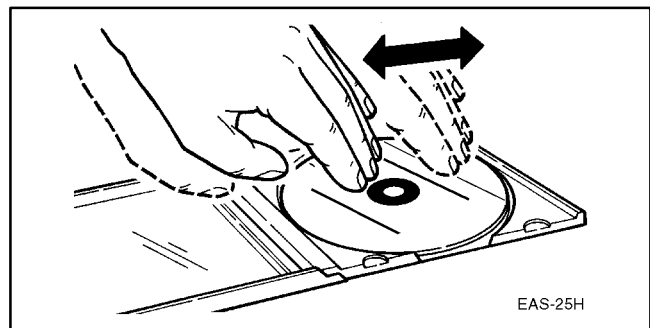
Note: Allow 24 hours for maximum adhesion of overlay to CD.

Desensitizers Used with 3Mt **Tattle-Tape**t **DCD-2 Overlay**

3Mt On-counter Model 930

3Mt Bookchecks Models 435, 950 and 955

3Mt Bookcheck Model 966

3Mt Handheld Model 766 (must contact overlay)

Resensitizers Used with 3M Tattle-Tape DCD-2 Overlay

3Mt Handheld Resensitizer Model 951

3M Bookchecks Models 435, 950 and 955

3M Bookcheck Model 966

3Mt On-counter Resensitizer Model 764

Typical Items Marked with 3M Tattle-Tape DCD-2 Overlay

Compact discs

CD-ROMs

Security Overlay Storage Conditions

Store security overlays at 50_ – 90_F [10_ – 32_C] and at 20 – 70% relative humidity.

Keep security overlays in a clean area and out of direct sunlight. Rotate stock. Use security strips within 2 years of purchase to assure maximum adhesion of overlay.

Store the security overlays at least two feet [0,6 m] from all desensitizers or they may be partially or completely desensitized.

> Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

5.5   Video Cassette Protection — 3M t Tattle-Tape t Security Strips: DVM-1

Description/Characteristics

The 3M t Tattle-Tape t DVM-1 Video Cassette Security Strip and cover label are designed to be applied directly on video cassettes.

Once applied, discreet protection and full circulation of video cassettes are provided for the life of the marked items.

Security strips on protected cassettes must be properly desensitized so the cassettes can be carried through the detection system without causing an alarm.

### Security Strip Application

The 3M Tattle-Tape DVM-1 security strips should be applied and stored away from areas which are readily accessible to patrons.

Security strips should be applied only to surfaces which are flat, clean, dry and at room temperature. For maximum adhesion, minimize touching the adhesive surface of the security strips.

Marking Video Cassettes

1. Remove the liner from the security strip.
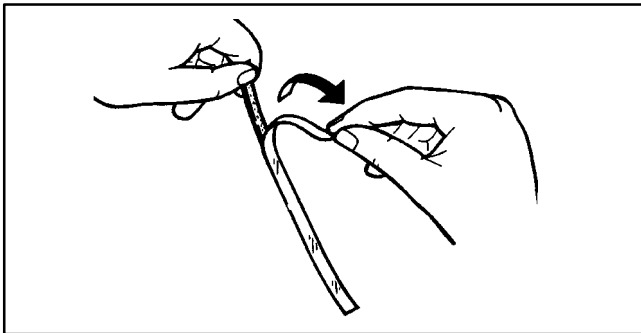
2. Apply the security strip <u>near the edge</u> of the recessed area on the top of the video cassette.
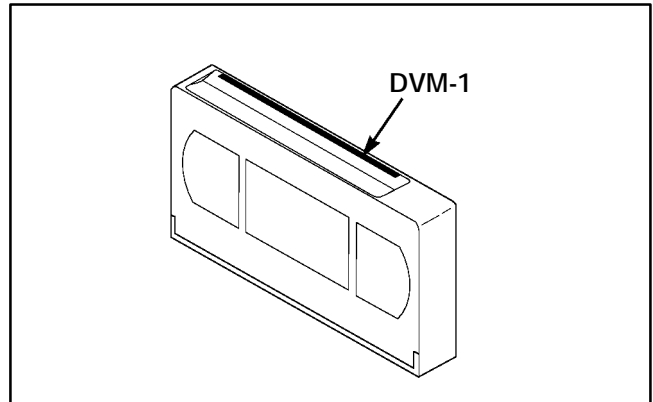
3. Verify the strip is properly positioned. Press along the length of the security strip to secure it to the cassette.
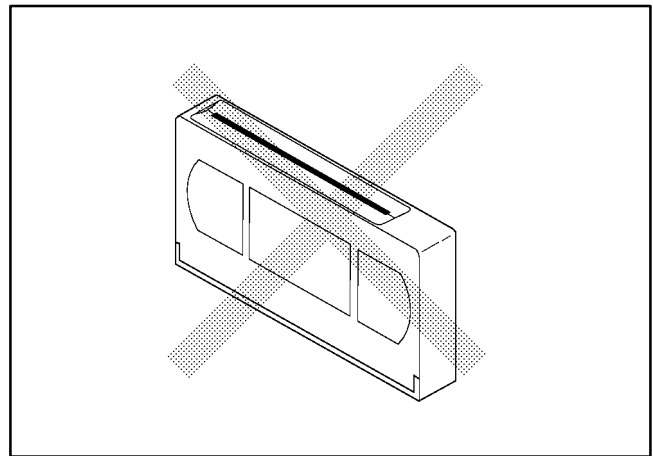
4. Do not place the strip in the middle of the recessed area.

5. Apply the cover label over the security strip.
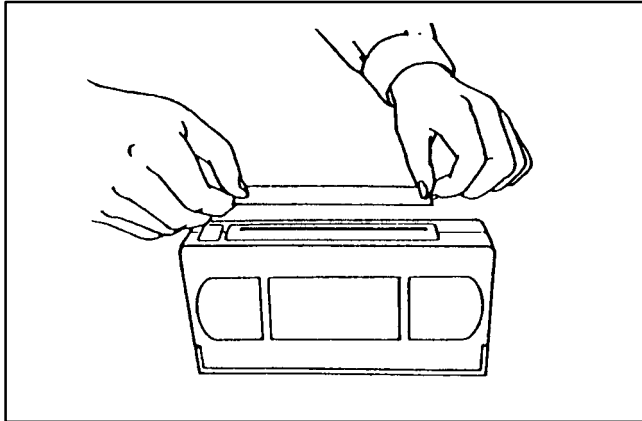
6. Press along the length of the cover label to secure it to the cassette.

Desensitizers Used with 3M t Tattle-Tape t DVM-1 Security Strips

3M t On-counter, magnetic media Model 2001

3M t Handheld, magnetic media Model 766

3M t On-counter, magnetic media Model 763

Resensitizers Used with 3M Tattle-Tape DVM-1 Security Strips

3M t On-counter, magnetic media Model 2011

Typical Items Marked with 3M Tattle-Tape DVM-1 Security Strips

Video cassettes

Compact disc jewel cases

Maps

Documents

Security Strip Storage Conditions

Store security strips at 50_ – 90_F

[10_ – 32_C] and at 20 – 70% relative humidity.

Keep security strips in a clean area and out of direct sunlight. Rotate stock. Use security strips within 2 years of purchase to assure maximum adhesion of strip and cover label.

Store the security strips at least two feet [0,6 m] from all desensitizers or they may be partially or completely desensitized.

Never leave a desensitizer unattended. Access to a desensitizer may allow your security system to be defeated.

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Section 6.
Training Your Staff

A key element of any media loss prevention effort is a successful staff training program. Your 3Mt Library Security System will be much more effective with the active cooperation and participation of your entire library staff. We recommend that you periodically conduct formal training sessions, including the following elements to ensure its success:

6-1   Familiarization with the Operator's Manual

6-2   View 3M Materials Flow Management Customer Training Video

6-3   Hands-on practice marking materials with security strips and labels and desensitizing and resensitizing security strips

6-4   Review of your library's security policies

6-5   What to do when the alarm sounds

6-6   System Alarm Log

6-7   Addressing patron concerns

6-8   Cleaning Instructions

6-9   Troubleshooting Guide

6-10   Ordering supplies

6-11   Obtaining service

6.1   Operator's Manual

This manual contains all of the information necessary to operate your 3M Library Security System, as well as supplemental information on handling alarms, ordering supplies, and training your staff. It also contains important information about security strips and circulation accessories.

Library personnel should be familiar with the manual and where to locate it so they can refer to it when necessary.

6.2   Training Video

The 3M Materials Flow Management Customer Training Video is provided along with the 3M Library Security System. We recommend you view this video prior to familiarizing yourself with other training information in this section.

6.3   Hands-on Practice

After reviewing the Operator's Manual, your staff should get some actual hands-on experience in using the 3M Materials Flow Management products. We suggest you start by demonstrating the proper techniques for each stripping procedure. You may wish to conduct the actual practice as follows:

S   Have your staff review the 3M Materials Flow Management Customer Training Video included in your customer training kit. The video includes an index and running time clock for easy review of specific sections of the video.

S   Set up your circulation accessories on a table along with security strips and a few bayonets.

S   Let each staff member practice installing the security strips that you use:

B1 Strips	– in the spine of books
B2 Strips	– in the gutter of books
DVM-1 Strips	– on video tapes
DCD-2 Overlays	– on compact discs
DAC-1 Cassette Strips	– on audio cassettes

S   Let each staff member practice desensitizing and resensitizing materials with the appropriate circulation accessories.

6.4   Review Of Your Library's Security Policies

Before practicing how to respond to alarms, your staff should be familiar with your library's security policies as they relate to theft of materials. Your policy should be put in writing and kept in your training kit in addition to any procedures you already follow to keep your staff informed of security measures. It is particularly important for staff members to know what procedures your library follows when theft is suspected or when it is necessary to contact a local law enforcement agency.

A critical phase of staff training concerns the proper steps to take when the security system alarm sounds. The value of tact and courtesy when handling this delicate situation cannot be overemphasized. Your staff members should receive as much preparation as possible to make them feel comfortable. Only then will they be likely to deal successfully with patrons who activate the alarm.

6.5   What To Do When The Alarm Sounds

> **Note**
> The steps that follow are suggested procedures only. We suggest all employees develop a complete understanding of their management's policies and follow them as directed. The response should be consistent for all patrons caught in an alarm. It is also important that employees be familiar with state and local laws governing patrons' rights and responsibilities.

Sooner or later, it's bound to happen. The audible alarm goes off. In multiple corridor systems, the light at the top of the panel will indicate in which corridor the alarm occurred. What you and your staff do in response to the alarm will depend on your library's policy and the laws in your community. Always follow your library's specific procedures. 3M offers these guidelines as a <u>suggested</u> supplement:

First, don't panic. Remain calm and courteous. You can't be positive that the person who triggered the alarm is stealing. Never accuse anyone of theft by word, by facial expression, or by tone of voice. The alarm may have been triggered accidentally, so always respond in a positive, non-threatening manner.

Scenario #1

The library staff person mistakenly neglects to desensitize a marked item when checking out the patron's materials, or the patron accidentally removes marked materials from the library.

After asking the patron to return to the counter, a typical response might be, "Excuse me, did I forget to check out one of your items?" — or — "Did you perhaps pick up one of the library's books with your own things?" These are courteous questions, and they don't accuse the patron of theft. Be sure to smile and ask the questions in a friendly, non-threatening manner.

Process and desensitize all items again. If you discover an item that hasn't been properly checked out, **never** accuse the patron of stealing. Simply act as if the error was an oversight — it more than likely was. If the patron causes the alarm to sound again, follow the policy that your library has established for possible theft of materials.

Scenario #2

If a patron denies having any library materials after sounding the alarm, follow your library's policy for theft.

Scenario #3

If a patron bolts and runs out of the library after sounding the alarm, follow your library's policy for theft.

Responding to alarms is a sensitive situation, but can be handled confidently and effectively as long as your library has established procedures **AND** your staff has been fully trained in following them.

Unwanted Alarms

The detection system is virtually free of false alarms. Occasionally the detection system may alarm and the staff will find that the patron does not have unauthorized library materials. The patron may have carried items with active strips into the library. "Unwanted alarms" are alarms caused by active security strips on items carried into the library. If the following items have active security strips, they may cause unwanted alarms:

S   Books from another library or book store

S   Audio and video cassettes from video rental and music stores

S   Other items from retail stores

Other security system users may check out, lend, or sell protected items without desensitizing the security strips. These items will cause unwanted alarms as the patron enters or exits the library. Unwanted alarms will cause concern and added work for the library staff. Unwanted alarms are generally infrequent and will vary depending on the patrons and on the proximity of your library to locations that are releasing materials containing active security strips.

Because it is not possible to distinguish between unwanted alarms and alarms with potential book loss, all responses to alarms must be consistent and follow your management policies. If patrons see no response to alarms, the detection system becomes less effective. When you decide that an active strip on an item from outside your library caused an alarm, follow these steps:

1.   Explain the problem to the patron.

2.   Verify that all of the patron's library materials are properly checked out.

3.   Allow the patron to exit the library.

Many patrons will learn from the experience and will not carry items that may cause alarms into the library.

6.6   System Alarm Log

The System Alarm Log is used to keep a record of alarms that occur.

For each alarm, record the information on the log. Keeping this log up-to-date provides a key tool for monitoring system activity. An up-to-date alarm log provides useful information for your management and your 3M service representative.

6.7   Addressing Patron Concerns

If your patrons express concern about the effect of the 3M† Detection System on pacemakers, hearing aids, recorded magnetic media, you can respond that 3M researchers (in conjunction with the manufacturers of these items) have conducted extensive tests on 3M detection systems and have found them to be perfectly safe. The magnetic signal used by the detection panels to detect sensitized 3M† Tattle-Tape† Security Strips is no stronger than that of an ordinary kitchen blender or a hair dryer.

3M Library Security Systems
System Alarm Log

(1)   <u>Reason for Alarm:</u>
   1. **Test**
   2. **Upon entering**
   3. **Failure to desensitize**
   4. **Undetermined**
   5. **Real alarm**

Alarm Date	Time	Patron Count	Reported by:	Alarm Reason (1)	Materials Recovered? Yes	No	$ Value of Recovered Materials	Description of Recovered Materials

6.8   Cleaning Instructions

Lattice and Base

General Maintenance

Turn off the security system prior to using liquid cleaners. Remove dirt and greasy buildup using towels or soft cloths which have been dampened with a common household grease-cutting liquid cleaner. We suggest a monthly cleaning to retain the best equipment appearance.

Photocell Lens and Reflector

At least once a month, wipe the photocell lens and reflector with a soft cloth dampened with water.

Accessories (Desensitizers)

Over time, areas on accessories that come in constant contact with adhesive-backed tapes and labels will accumulate a build-up of adhesive. To remove adhesive build-up, clean the surface with a cloth dampened with rubbing alcohol (ethyl or isopropyl).

Model 3801/3802

Fan Filter on Electronics Chassis

At least once every six months, clean the fan filter as follows:

1. Turn the key switch to OFF.

2. Wait until the fan stops.

    S   Steps 3 through 6 are for washing the fan filter. Instead of washing the filter, it may be vacuumed without removing the grille. Washing is preferred because it results in a more thorough cleaning.

3. Remove the four thumb screws holding the fan grille.

4. Remove and wash the fan filter in water.

5. Dry the fan filter.

6. Reinstall the fan filter, grille, and four screws.

7. Return the key switch to ON.

6.9   Troubleshooting Guide

WARNING

⚠ WARNING

High Voltage.
Risk of electrical shock present. Not operator serviceable.
Refer all servicing to 3M factory trained service personnel.

⚠ ADVERTENCIA

Alto voltaje.
Riesgo de descarga eléctrica. El operador no deberá
hacer reparaciones. Para reparaciones, ponerse en
contacto con el personal de servicio en sitio entrenado
por 3M.

⚠ MISE EN GARDE

Haute tension.
Risque de choc électrique. Ne doit pas être réparé par
l'opérateur. Confier tous lés appareils à réparer au
personnel qualifié et formé en usine de 3M.   78-8096-8456-2

2300-85R

Model 2301, 2302

Problem	Cause	Action
No alarm, no patron count, no diagnostic code in display window.	No power at wall outlet.	Reset facility circuit breaker.
	System unplugged.	Plug in and wait two minutes for full operation.
	System circuit breaker tripped.	Reset the circuit breaker no more than three times. Call 3M Service if problem persists.
	System failure.	Place service call.
No alarm, diagnostic code 1, 2, 3, 4, 5, or 6 in window.	System failure.	Place service call. Code number will be needed.
No alarm, patron count in window.	Strip desensitized.	Test system with another marked object with a sensitized strip.

Problem	Cause	Action
Infrequent unwanted alarms.	Miscellaneous metallic objects.	Infrequent, unwanted alarms are considered acceptable.
	Protected material from other library or retail store.	Identify material that caused alarm.
	Failure to desensitize strip properly.	Check operator training procedures.
Frequent (daily) unwanted alarms.	Failure to desensitize strip properly.	Follow correct check-out procedures outlined in 3M literature. Check operator training procedures.
	Metallic object located too close to system.	Remove, maintain a minimum distance of 3 feet.
	System failure.	Place service call. Code number, if any, will be needed.
Reduced coverage, no alarm.	Metallic object located too close to system.	Remove, maintain a minimum distance of 3 feet.
	Incomplete walk-through test.	Retest by walking completely through the corridor. The light beam between the photocell and the reflector in the corridor must be interrupted.
	Strip not detected.	Retest marked object.
	System failure.	Place service call. Code number will be needed.
Diagnostic code 7 in window.	Metallic object located too close to lattice. Examples: metal window or door frames, desks, counters, shelves, waste baskets, etc.	Move metal object or system until minimum distance is approximately 3 feet.
Diagnostic code 8 in window.	Excessive electrical/electronic interference, generally caused by devices such as computers, CRTs, copiers, electronic fluorescent lights.	Decrease interference from device: Move device farther away from system. Turn device off. Use device with lower emissions. Shield device.

6.10   Troubleshooting Guide

Model 3501, 3502

Problem	Cause	Action
No alarm, no patron count, no red power indicator on Electronic Enclosure.	No power at receptacle.	Reset facility circuit breaker.
	Power cord disconnected at receptacle.	Plug power cord in receptacle.
	System fuse open.	Replace fuse in power entry connector.
	Power turned off at Electronics Enclosure.	Turn key switch to ON.
	System failure.	Place service call. (1-800-328-0067)
No alarm, no patron count, power indicator ON.	Processor requires reset.	Turn key switch OFF, wait 5 seconds, then turn switch ON.
	System failure.	Place service call. (1-800-328-0067)

Problem	Cause	Action
No alarm, patron counter works.	Strips in book desensitized or missing.	Resensitize books, or install Tattletape in book.
	System failure.	Place service call. (1-800-328-0067)
	Metal objects too close to panel.	Move all metal to minimum distance of 18 inches from the panels.
Unwanted alarms.	Protected material from other library/retail store.	Identify material that caused alarm.
	Failure to desensitize marker properly.	Check desensitizing process and training.
	Miscellaneous metallic objects.	Infrequent unwanted alarms from some metal objects are possible.
	System failure.	Place service call. (1-800-328-0067)
Reduced coverage, no alarm, patron counter works.	Metal objects too close to panel.	Move all metal objects to a minimum distance of 18 inches from panels.
	Electrical interference.	Remove possible sources of electrical interference such as computers, copiers, TVs, and electronic devices.
	Incomplete walk-through test.	Test the system by walking completely through just as a patron must.
	Books not properly resensitized.	Resensitize book, check sensitizing method and staff training.
	System failure.	Place service call. (1-800-328-0067)
Alarm/Inhibit indicator illuminated or intermittent with no traffic in corridor.	Metal objects too close to panel.	Move all metal objects to a minimum of 3 feet from the panel.
	Marked book or strips too close to panel.	Move marked books to a minimum of 3 feet from the panel.
	Electrical interference.	Eliminate source of interference.
	System failure.	Place service call. (1-800-328-0067)

6.11 Troubleshooting Guide

Model 3801, 3802

Problem	Cause	Action
No alarm, no code in window.	No power at wall outlet.	Reset facility circuit breaker.
	Panel unplugged.	Plug in and wait five minutes for full operation.
	System circuit breaker tripped.	Reset the circuit breaker no more than three times. Call 3M Service if problem persists.
	Power turned off at system panel.	Turn key switch to ON.
	System failure.	Place service call.
No alarm, code 3 in window.	Dirty fan filter.	Clean fan filter.
	System failure.	Place service call.
No alarm, code 5 in window.	Metal objects such as carts of trash cans next to system.	Remove interfering objects. Pull power cord at wall plug. Wait ten seconds. Reinsert plug and wait five minutes for full operation.
No alarm, code 6 in window.	Detection reduced due to presence of metal objects, computers, cash registers, or electronic device next to system.	Check area directly next to panels. Move objects away. Retest system.

Problem	Cause	Action
No alarm, code 1, 2, 4, 7 or 8.	System failure.	Place service call. Code number will be needed.
No alarm, patron count in window.	Marker deactivated.	Test system with another marked object with a sensitized strip.
Infrequent unwanted alarms.	Miscellaneous metallic objects.	Infrequent, unwanted alarms are considered acceptable.
	Protected material from other library or retail store.	Identify material that caused alarm.
	Failure to desensitize marker properly.	Check operator training procedures.
Frequent (daily) unwanted alarms.	Failure to desensitize marker properly.	Follow correct check-out procedures outlined in 3M literature. Check operator training procedures.
	Photocell or reflector lens dirty.	Clean with soft cloth and water.
	System failure.	Place service call. Code number will be needed.
Reduced coverage, no alarm.	Metallic object located too close to system.	Remove, maintain a minimum distance of 2 feet.
	Incomplete walk-through test.	Retest by walking completely through the corridor. The light beam between the photocell and the reflector in the corridor must be interrupted.
	Marker not detected.	Retest marked object.
No alarm, code 9 in window.	System is in warm-up mode.	Wait approximately 1 minute.

6.12   Ordering Supplies

Be sure to budget annually for any supplies you might need. You should also budget for your Service Agreement renewal each year so that you are assured of getting the most cost-effective service for your 3Mt Detection System.

Remember . . . only when all of your library materials are marked with 3Mt Tattle-Tapet Security Strips, are you effectively protecting your materials from loss and assuring that all of them are available to your patrons when they're needed.

To renew your supply of 3M Tattle-Tape strips and bayonets, simply call our customer service number:

In U.S.:
1/800-328-0067 (toll-free).
Press 2 when instructed to do so.

In Canada:	English	1-800-268-6235
	Français	1-800-567-3193
In your area:	Sales _____	
	Service _____	
	Supplies _____	

You can use this number if you want to order additional circulation accessories, detection equipment or other supplies.

To renew your Service Agreement, simply follow the instructions on the renewal notice you receive in the mail 90 days prior to the expiration of your current Service Agreement.

6.13   Obtaining Service

3M has a nationwide service network to help in the event you experience any difficulties with your 3M detection system. Simply call our service number:

In U.S.:
1/800-328-0067 (toll-free, 24 hours a day).
Press 1 when instructed to do so.

With NetscapeR, version 1.1 or later or MicrosoftR Internet Explorert , version 2.0 or later in the U.S., you can place service requests over the Internet. 3M will send you an automated confirmation of your request and then another confirmation when you are scheduled for service. The Internet service address is:

_____   https://www.mmm.com/3mlibsvc

In Canada:	English	1-800-268-6235
	Français	1-800-567-3193
In your area:	Sales _____	
	Service _____	
	Supplies _____	

When you call for service, please have the following information available:

1. Your name, name of your library or school, address, phone number.

2. Model and serial number of the equipment to be worked on.

3. Description of the problem. For example,

    a. Is the malfunction in the detection system or desensitizer/resensitizer?

    b. Symptoms of the problem: poor or no detection; system alarms for no apparent reason; Bookcheck will not desensitize/resensitize; light does not work, etc.

    c. What is the diagnostic code indicated in the Status Display Window located on the side of the detection panel?

The service representative will discuss the problem with you and attempt to solve it on the telephone. If a service call is necessary, a 3M service technician will be quickly dispatched to your library.

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Section 7.
Service

To request service, call the 3M National Service Center.

1-800-328-0067

Press 1 when instructed to do so.

Provide system model and serial numbers.

Model Number	Serial Number

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